

# Integrated Pest Management Checklist

Name: 370 State Street, IAQ Team

School: 370 State Street, North Haven, CT 06473

Room or Area: ALL Date Completed: 11-9-2026

Signature: Todd A. Solli

### Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
   - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
   - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

## 1. OFFICIAL POLICY STATEMENT

| | | Yes | No | N/A |
|---|---|---|---|---|
| 1a. | Developed or located the school's official policy statement for integrated pest management (IPM) | ☒ | ❑ | ❑ |

## 2. DESIGNATING PEST MANAGEMENT ROLES

| | | Yes | No | N/A |
|---|---|---|---|---|
| 2a. | Assigned and trained a qualified person to be the pest manager | ☒ | ❑ | ❑ |
| 2b. | Involved decision makers in the IPM program | ☒ | ❑ | ❑ |
| 2c. | Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter | ☒ | ❑ | ❑ |
| 2d. | Encouraged parents to learn about IPM practices and implement them at home | ☒ | ❑ | ❑ |
| 2e. | Developed a program to educate and train all IPM participants | ☒ | ❑ | ❑ |
| 2f. | Included language about IPM into contracts with pest management professionals | ☒ | ❑ | ❑ |

## 3. SETTING PEST MANAGEMENT OBJECTIVES

| | | Yes | No | N/A |
|---|---|---|---|---|
| 3a. | Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure) | ☒ | ❑ | ❑ |
| 3b. | Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible) | ☒ | ❑ | ❑ |

## 4. INSPECTING, IDENTIFYING, AND MONITORING

| | | Yes | No | N/A |
|---|---|---|---|---|
| 4a. | Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites | ☒ | ❑ | ❑ |
| 4b. | Identified potential pest habitats in buildings and grounds | ☒ | ❑ | ❑ |
| 4c. | Pinpointed the source of any current pest problems | ☒ | ❑ | ❑ |
| 4d. | Monitored to determine the extent of pest problems and to estimate pest populations | ☒ | ❑ | ❑ |
| 4e. | Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems | ☒ | ❑ | ❑ |
| 4f. | Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat | ☒ | ❑ | ❑ |

## 5. SETTING ACTION THRESHOLDS



| | Yes | No | N/A |
|---|---|---|---|
| 5a. Evaluated all available data obtained through inspecting, identifying, and monitoring | ☒ | ❑ | ❑ |
| 5b. Determined how many pests the school buildings, grounds, and occupants can tolerate | ☒ | ❑ | ❑ |
| 5c. Set action thresholds | ☒ | ❑ | ❑ |

## 6. PREVENTIVE STRATEGIES

**INDOOR SITES**

| | | | |
|---|---|---|---|
| 6a. Implemented appropriate strategies to prevent pests from inhabiting the following areas: | | | |
| • Entryways | ☒ | ❑ | ❑ |
| • Classrooms | ❑ | ❑ | ☒ |
| • Gymnasiums | ❑ | ❑ | ☒ |
| • Locker rooms | ❑ | ❑ | ☒ |
| • Offices | ☒ | ❑ | ❑ |
| • Staff lounges | ☒ | ❑ | ❑ |
| • Bathrooms | ☒ | ❑ | ❑ |
| • Food preparation and serving areas | ❑ | ❑ | ☒ |
| • Rooms with extensive plumbing | ☒ | ❑ | ❑ |
| • Maintenance areas | ☒ | ❑ | ❑ |
| • Other | ☒ | ❑ | ❑ |

**OUTDOOR SITES**

| | | | |
|---|---|---|---|
| 6b. Implemented appropriate strategies to prevent pests from inhabiting the following areas: | | | |
| • Playgrounds | ❑ | ❑ | ☒ |
| • Parking lots | ☒ | ❑ | ❑ |
| • Lawns and athletic fields | ☒ | ❑ | ❑ |
| • Teaching gardens or greenhouses | ❑ | ❑ | ☒ |
| • Loading docks | ❑ | ❑ | ☒ |
| • Dumpsters | ☒ | ❑ | ❑ |
| • Areas with ornamental shrubs and trees | ☒ | ❑ | ❑ |
| • Other | ☒ | ❑ | ❑ |

## 7. PESTICIDE USE AND STORAGE

| | | | |
|---|---|---|---|
| 7a. Explored alternative pest management methods before concluding that pesticides were necessary | ❑ | ❑ | ☒ |
| 7b. Ensured that pest management professionals integrate IPM into their pest management methods | ❑ | ❑ | ☒ |
| 7c. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baitsand granules | ❑ | ❑ | ☒ |
| 7d. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals | ❑ | ❑ | ☒ |
| 7e. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area | ❑ | ❑ | ☒ |
| 7f. Used protective clothing or equipment when applying pesticides | ❑ | ❑ | ☒ |
| 7g. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species | ❑ | ❑ | ☒ |



## 7. PESTICIDE USE AND STORAGE (cont.)

| | | Yes | No | N/A |
|---|---|---|---|---|
| 7h. | Locked or fastened lids of all bait boxes and placed bait away from the runway of the box | ❑ | ❑ | ☒ |
| 7i. | Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals | ☒ | ❑ | ❑ |
| 7j. | Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters | ☒ | ❑ | ❑ |
| 7k. | Ensured that parents are notified of upcoming pesticide applications through letters | ☒ | ❑ | ❑ |
| 7l. | Kept copies of current pesticide labels and information on pesticides easily accessible | ❑ | ❑ | ☒ |
| 7m. | Stored pesticides off site or in areas that are locked and accessible only to designated personnel | ☒ | ❑ | ❑ |
| 7n. | Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment | ☒ | ❑ | ❑ |
| 7o. | Ensured that flammable liquids are stored away from ignition sources | ☒ | ❑ | ❑ |
| 7p. | Ensured that pesticides are stored in their original containers and all lids are securely fastened | ☒ | ❑ | ❑ |
| 7q. | Ensured that air in the storage space cannot mix with the air in the central ventilation system | ☒ | ❑ | ❑ |

## 8. EVALUATING RESULTS AND RECORD KEEPING

| | | | | |
|---|---|---|---|---|
| 8a. | Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept | ☒ | ❑ | ❑ |
| 8b. | Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained | ☒ | ❑ | ❑ |
| 8c. | Ensured that each log book contains the following items: | | | |
| | • Copy of the pest management plan | ☒ | ❑ | ❑ |
| | • Service schedules for maintenance of buildings and grounds | ☒ | ❑ | ❑ |
| | • Current EPA-registered labels | ☒ | ❑ | ❑ |
| | • Current Material Safety Data Sheets (MSDS) for each pesticide project | ☒ | ❑ | ❑ |
| | • Pest surveillance data sheets | ☒ | ❑ | ❑ |
| | • Diagram noting the location of pest activity, traps, and bait stations | ☒ | ❑ | ❑ |

## NOTES

See Walkthrough Checklist for specifics

Pesticides are not used on site