

Integrated Pest Management Checklist

Name: Early Head Start IAQ Team

School: 300 Washington Street, Middletown, CT 06457

Room or Area: ALL Date Completed: 10-21-2026

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 further details.

Pesticides are not used on campus.