

School IPM Inspection Checklist

School Name: _____

Name of Inspector: _____

Exterior Areas					
Building features	OK	Needs Work	N/A	Location	Comments
Doors sealed tightly – weather-stripping/door-sweeps are in place					
Windows and vents are screened or filtered					
Building eaves, walls, gutters and roofs are sound					
Cracks in walls, plumbing and electrical penetrations are properly sealed					
Adequate water drainage around foundation					
Awnings, breezeways, and other overhang structures free from bird nests					
Surplus items stored away from building					
Landscaping	OK	Needs Work	N/A	Location	Comments
Adequate visibility between plantings and buildings (18 inches)					
Building free from direct contact with trees, shrubs, and vines					
Building free of limbs overhanging roof					
Dumpster and trash collection	OK	Needs Work	N/A	Location	Comments
Dumpsters /trash cans sealed properly or with tightly fitting lids					
Dumpsters located adequate distance from doors- 50 ft.					
Dumpsters on well-drained surface- concrete, asphalt, gravel					
Area around dumpsters free from spillage					
All waste is sealed in plastic bags before disposal					
Grease trap emptied routinely; area around it clean					

Interior Areas					
Kitchen/Cafeteria	OK	Needs Work	N/A	Location	Comments
Ceiling tiles are in good condition (no openings or missing tiles, no evidence of leaks)					
Interior walls are free from cracks and crevices					
Plumbing and electrical penetrations are properly sealed					
Plumbing is kept in good repair (no leaking faucets or pipes)					
Permanent bulletin boards, mirrors, electrical boxes and other wall fixtures in food preparation and serving areas are caulked					
Surfaces in food preparation and serving areas are regularly cleaned of grease deposits					
Floors are clean (free of spillage) by end of day, especially under food prep and serving areas					
Floor and sink drains are clean and traps are kept full of water					
No standing water in sinks or steam tables overnight					
All surfaces, trays, dishes cleaned and dried by end of day					
Trash cans are clean and lined with trash bags, daily					
Is there evidence of pest monitoring throughout the kitchen area?					
Bulk stored products are stored on open wire racks and not in original cardboard shipping containers					
Stored products rotated on "first in first out" basis					
Inspection aisles (≥ 6 ") are maintained around bulk stored products					
Packaging and shipping materials are promptly removed from food storage areas					
Food items are stored in tightly closed containers overnight (e.g. bread, cookies, flour, etc.)					

Kitchen/Cafeteria continued	OK	Needs Work	N/A	Location	Comments
Cafeteria furniture does not provide pest harborage (e.g. metal tube frames are sealed, upholstered furniture not present)					
Vending machines are clean inside and out					
Mops and mop buckets are properly dried and stored (e.g. mops hung upside down, buckets emptied)					
Recycling					
Recycling bins-lined with plastic garbage bags, cleaned and emptied frequently?					
Concession Area					
Inspected often, kept clean, well sealed, monitored for pests					
Food stored in pest-proof containers					
Teachers Lounge					
Teachers lounge cleaned daily					
Refrigerators, microwaves located in teachers lounge cleaned at least monthly					
Food items are kept in pest-proof containers					
Plumbing in good repair; pipe penetrations sealed					
Permanent bulletin boards, mirrors, electrical boxes and other wall fixtures caulked					
Culinary Arts Classrooms					
All surfaces, equipment, dishes cleaned, freed of grease, and dried by end of day					
Floors are clean (free of spillage) by end of day, especially under food prep area					
Plumbing is kept in good repair (no leaking faucets or pipes; pipe penetrations sealed)					
Food items are kept in pest-proof containers					

Trash cans are cleaned daily and double-lined with trash bags					
Is there evidence of pest monitoring throughout the kitchen area?					

Classrooms/ Hallways/Offices					
Ceiling tiles are in good condition (no openings or missing tiles, no evidence of leaks)					
Interior walls are free from cracks and crevices					
Ceiling plenums are accessible and are free of pest activity					
Floor in good repair; cleaned regularly					
Classrooms free from clutter					
Classrooms free from food (<i>Food, if present, kept in pest resistant containers</i>)					
Trash cans are clean and lined with trash bags, daily					
Rest Rooms					
Wall/Floor tiles in good condition/no cracks					
Bathrooms, urinals, and sinks sanitary and clean?					
No signs of insect infestation around soap and towel dispensers					
Sinks & faucets in good repair; pipe penetrations sealed					

Sources:

http://www.maine.gov/agriculture/pesticides/schoolipm/docs/school-ipm-checklists_pp15-62.pdf

<http://schoolipm.ncsu.edu/resources.htm>

IPM in schools inspection checklist for PRIA ([School Demonstration Inspection Form](#))

<http://schoolipm.utk.edu/SchoolIPMsite/wwwroot/School%20Sample%20Site/GettingStartedSchool.htm>