**Your Workplan**

Pest management takes a team effort in multifamily housing. Use this worksheet to consider pest management roles and responsibilities (who will do what?) at your housing site. Some responsibilities will be shared by multiple roles.

|  |  |  |  |
| --- | --- | --- | --- |
| **Who Does What?** | **Resident** | **PMP** | **Staff (Specify department)** |
| **IPM & Pesticides** |
| IPM Education |  |  |  |
| * Staff
 |  |  |  |
| * Residents
 |  |  |  |
| Identify pests |  |  |  |
| Encourage reporting of: |
| * Pests
 |  |  |  |
| * Conditions (leaks, holes)
 |  |  |  |
| Turn PMP & resident observations into work orders |  |  |  |
| Discourage pesticide use by residents |  |  |  |
| Keep IPM log |  |  |  |
| Evaluate effectiveness |  |  |  |
|  |  |  |  |
| **Cockroaches**  |
| Monitor |  |  |  |
| Sanitation/cleaning |  |  |  |
| Exclusion |  |  |  |
| Repair leaks |  |  |  |
| Apply pesticides |  |  |  |
| Vacuum |  |  |  |
| **Rodents** |
| Report sightings or conditions |  |  |  |
| Sanitation |  |  |  |
| Exclusion |  |  |  |
| Exterior landscape rodent resistant |  |  |  |
| Place and empty traps |  |  |  |
| Check and clean appliances |  |  |  |
| Place rodenticides in locked bait stations |  |  |  |
| Remove nests and dead rodents |  |  |  |
| **Bed Bugs** |
| Monitor |  |  |  |
| Prepare for treatment |  |  |  |
| Laundry |  |  |  |
| Encasements: supply and put on |  |  |  |
| Visual inspection |  |  |  |
| Furniture removal |  |  |  |
| Review records |  |  |  |
| Apply pesticides |  |  |  |
| Vacuum |  |  |  |

**Pest Management Contract Language to Consider**

Use this worksheet to review your current contract/service agreement or to evaluate proposals when hiring a new pest control contractor.

|  |  |  |
| --- | --- | --- |
| **IPM & Pesticides** Does the contract include: | Free Black Checkmark, Download Free Black Checkmark png images, Free  ClipArts on Clipart Library | **Notes** |
| Focus unit schedule (follow-ups every 2-4 wks for active infestations) |  |  |
| Service schedule/log (at minimum annual whole building inspections) |  |  |
| Tools other than sprays |  |  |
| Educational materials for residents |  |  |
| Document pest conducive conditions |  |  |
| **Cockroaches**  |
| No routine spraying |  |  |
| No pyrethroid sprays |  |  |
| Use of monitors  |  |  |
| * In all units
 |  |  |
| * In common areas
 |  |  |
| Treat based on monitor counts: |  |  |
| * Baits
 |  |  |
| * Dusts
 |  |  |
| * IGRs
 |  |  |
| Follow-up schedule (2-4 weeks) |  |  |
| Bait rotation schedule |  |  |
| Vacuum used during treatment |  |  |
| Exclusion (limit access to harborage & travel between units) |  |  |
| **Rodents** |
| Mouse cleanout – includes cleaning rodent residual |  |  |
| Traps: placement, emptying |  |  |
| Rodenticide placement (locked bait station) and rotation of products |  |  |
| No tracking powder with rodenticide |  |  |
| Exclusion – interior and exterior |  |  |
| Rat burrows – bait or gas  |  |  |
| **Bed Bugs** |
| Monitors in all or high-risk units |  |  |
| Inspection of neighboring units |  |  |
| Assessment-based prep instructions |  |  |
| Use of non-chemical tools |  |  |
| * Mattress encasements
 |  |  |
| * Heat – steam, whole unit, chamber
 |  |  |
| * Vacuum
 |  |  |
| Use of dusts in inaccessible places |  |  |
| Pesticide rotation schedule |  |  |
| Follow-up treatments schedule |  |  |
| Confirmation of elimination (how many inspections will they do post treatment?) |  |  |
|  |  |  |

**Notes:**