



INTEGRATED PEST MANAGEMENT (IPM) WORK ORDER GUIDE

ANTS	FLYING INSECTS	RODENTS & SNAKES	ROACHES
(PEST LOG ENTRY) SUGAR, CRAZY, AND/OR GHOST ANTS (ALL SMALL NON-BITING ANTS) IN CLASSROOMS AND OFFICE SPACES	(PEST LOG ENTRY) MOSQUITOS, FLIES, AND LADYBUGS	(RM WORK ORDER) ANY RODENT EVIDENCE OUTSIDE THE BUILDING	(PEST LOG ENTRY) ANY NEW ROACH SIGHTINGS
(RM WORK ORDER) ANY MODERATE ANT ACTIVITY TRAVELING FOOD SERVICE LINES IN THE KITCHEN	(RM WORK ORDER) WASP OR BEE ACTIVITY THAT POSE NO IMMEDIATE THREAT TO STUDENTS, STAFF, OR VISITORS	ANY CONFIRMED SIGHTING AND/OR REPORT OF FRESH RODENT DROPPINGS OR ANY LEFT BEHIND EVIDENCE SUCH AS CHEW MARKS OR DAMAGED FOOD WRAPPINGS INSIDE ANY PART OF THE BUILDING. (AREA DOES NOT NEED TO BE ROPED OFF)	(RM WORK ORDER) ANY ROACH SIGHTINGS IN AN AREA WHERE THE TRAINING CUSTODIAN HAS BEEN OUT IN THE PAST 30 DAYS WHERE THE PROBLEM HAS GOTTEN WORSE
(RM WORK ORDER) SCHOOL SPECIAL EVENT PREVENTATIVE MAINTENANCE SERVICE	(RM WORK ORDER) SUBTERRANEAN TERMITES AND/OR FLYING ANTS	ANY CONFIRMED SNAKE SIGHTING THAT THREATENS STUDENTS, STAFF, OR VISITORS	*SPECIAL CALLS* WHEN REPORTING ODD SIGHTINGS LIKE ALLIGATORS OR HOGS CONTACT YOUR TRAINING CUSTODIAN OR 321-633-3600
FIRE & CARPENTER ANTS LOCATED IN EDUCATIONAL AREAS TO INCLUDE CLASSROOMS AND PLAYGROUNDS	WASP OR BEE ACTIVITY LOCATED ON PLAYGROUNDS, CLOSE TO STUDENT CLASSROOMS, OR STUDENT TRAFFIC AREAS		

PEST LOG BOOK ENTRY (NON-EMERGENCY ISSUES): CALLER SHOULD BE INTRUCTED TO LIST THE PROBLEM IN THE SCHOOL PEST SIGHTING LOG FOR ROUTINE SERVICE. A WORK ORDER SHOULD NOT BE SUBMITTED. A TRAINING CUSTODIAN WILL BE OUT IN ACCORDANCE WITH THEIR MONTHLY IPM SERVICE.

ROUTINE WORK ORDER (RM): GENERATED FOR ISSUES THAT MAY REQUIRE SERVICE PRIOR TO THEIR MONTHLY IPM SERVICE

***EMERGENCY ISSUES: CALL 321-633-3600 - CALLER SHOULD BE INSTRUCTED TO TAPE OFF THE AFFECTED AREA. TRAINING CUSTODIAN WILL BE DISPATCHED FOR SERVICE**