



# **GSA Housekeeping**

## **Interior**

### **Integrated Pest Management Plan**

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## **Integrated Pest Management Plan**

### **Scope:**

In accordance with the Board of Supervisor's letter of March 22, 2005, GSA Housekeeping and Grounds division has developed and implemented this Integrated Pest Management (IPM) plan.

### **Purpose:**

The IPM is a systematic approach for managing rodent infestations while reducing use of anticoagulants where feasible.

The primary goal of IPM is to reduce the amounts of applied pesticide by using alternative methods of pest control, such as structural maintenance, sanitation, and mechanical or biological controls. These methods will help to eliminate conditions that are favorable to pest infestation making their survival more difficult.

### **Responsible Parties:**

Housekeeping  
Grounds  
Maintenance  
Warehouse/Stores  
Building Committee  
Facility Managers

### **Prevention**

In an effort to prevent and eliminate rodent populations, it is important that conditions favorable to their survival be reduced as much as possible or eliminated. Prevention begins with sanitation. Additionally, exclusion measures shall be taken that will make structures less hospitable or accessible. The following measures shall be taken:

#### ***Indoor Sites***

The following are recommended.

**Entryways** (doorways, overhead doors, windows, holes in exterior walls, openings around pipes, electrical fixtures, or ducts)

- Keep doors shut when not in use.
  - Place weather stripping on doors. **<Maintenance>**
  - Caulk and seal openings in walls. **<Maintenance>**
  - Keep vegetation, shrubs, and wood mulch at least 1 foot away from structures.
- <Landscape>**

**Meeting Rooms, Classrooms and Offices** (classrooms, laboratories, administrative offices, meeting rooms, auditoriums and hallways)

- Allow food and beverages only in designated areas.
- Although not recommended for the workplace, if indoor plants are present, keep them healthy; when small insect infestations appear, remove plant from area.
- Keep areas as dry as possible by removing standing water and water-damaged or wet materials.
- Regularly clean lockers and desks.
- Frequently vacuum carpeted area. <**Custodial**>
- Fix dripping faucets, leaks and dry out wet areas. <**Maintenance**>

**Food Preparation and Serving Areas** (dining room, main kitchen, snack area, vending machines, and food storage rooms.)

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic, glass, or metal. Waste should be removed at the end of each day.
- Create inhospitable living conditions for pests by reducing availability of food and water – remove food debris, sweep up all crumbs. Promptly clean food preparation equipment after use and remove grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical traps. (Note: Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily. Dispose of killed or trapped rodents within 24 hours.)

**Rooms and Areas with Extensive Plumbing** (bathrooms, rooms and sinks, locker rooms, dishwasher rooms, laboratories, and greenhouses.)

- Promptly repair leaks and correct other plumbing problems to deny pests access to water.
- Routinely clean floor drains, strainer, and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increased ventilation may be necessary.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the walls. This practice also allows for ease of inspection.

**Maintenance Areas** (boiler rooms, mechanical rooms, janitorial-housekeeping areas, and pipe chases.)

- After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain.
- Allow eating only in designated eating areas. Clean trash cans regularly, use plastic liners in trash cans, and secure lids

### **Outdoor Sites**

□ Regularly clean trash containers and remove all waste, especially food and paper debris.

#### **<Housekeeping/Solid Waste Disposal>**

□ Repair cracks in pavement and sidewalks. **<Maintenance>**

□ Action should be taken to rodent-proof the facility by plugging holes in the foundation and walls. Steel wool can be used as a temporary patch while waiting for permanent repairs to be done. (Attentions should be given to utility tunnels and areas where sewers and drains enter a building.) **<Maintenance>**

□ Water runoff should be directed away from the building. Drains should be screened with 2" hardware cloth to prevent rodent access and kept free of debris to reduce standing water.

#### **<Landscape>**

□ Weather-stripping on doors should be repaired or replaced to reduce gaps to less than a ¼ ". Exterior doors should have automatic closing mechanisms installed and remain closed at all times. Loading dock areas should be clean, free of debris, and doors should remain closed as much as possible. **<Maintenance>**

□ Trees, shrubs, vines, and brush should be trimmed away from the building at least 12-18" to allow access for the pest control technician to monitor and place traps and bait stations if necessary. Grass should be mowed and trimmed. **<Landscape>**

□ Dumpsters should be in good condition with all doors closed and drain holes capped. They should be located away from the building on a paved surface. Trash should be contained and lids secured. **<Solid Waste>**

□ Storage areas should be managed using a first in, first out program. Inventory should be elevated on pallets or shelving that is 12" or more away from any wall. **<Stores>**

□ Areas where rodent feces are found should be identified in the pest-sighting log. Taking proper precautions to protect against hantavirus infection as described in Appendix A, the area should be disinfected and vacuumed with a HEPA filter vacuum cleaner. This will help the pest control technician to determine if the infestation is ongoing by whether or not new feces are found after the area has been cleaned. **<Housekeeping>**

### **Control Methods**

Non-toxic glue boards will be used to trap and monitor for rodent populations within the building. Baits absent of anticoagulants may also be utilized to monitor for rodent activity. Multiple catch traps and or snap traps may be used if there is evidence of increased infestation or if five or more rodents are trapped on any inspection. If used, they will be placed in areas where they cannot be tampered with.

If populations cannot be suppressed otherwise, an anticoagulant named Diphacinone or Bromadiolene will be placed in tamper-proof rodent bait stations.

The bait stations will be placed only in areas where they are not accessible to children, pets, wildlife, or domestic animals.

If bait stations are used, they will be attached or anchored to discourage disturbance by non-authorized personnel. Each station will be labeled with the name and address of the pest control company, the County department and Agency contact information, the dates of installation and servicing will also be indicated. The technician will create diagrams or maps indicating the placement of bait stations, which will be maintained as part of the pest control company's service record.

The pest control technician or County employee will fill burrows that are located around the perimeter of the building. Re-treatment will be performed as burrows reappear.

## **Records**

The pest control technician will indicate pest problem areas and provide written recommendations for structural, sanitary or procedural modifications on a Pest Control Service Record and Pest Inspection Report form or substantially similar substitute. This information will be kept in a file that will be maintained in Housekeeping/Grounds Admin office. The H/G Management Assistant will act as a liaison between the pest control company and department supervisor(s) and will be responsible for notifying the appropriate personnel of corrective actions that are needed (i.e., sanitation, department).

The Pest sighting log will be maintained in the H/G admin office and will serve as a tool to facilitate communication between personnel and the pest control technicians. **All** rodent sightings should be reported in the logs via work order and should include specific information as to the location and type of rodent, if known.

## **Monitoring**

Service call/monitoring inspections will be limited to list specific areas that will be inspected, i.e., kitchen, kitchen storage, dish room, laundry room, cafeteria, employee lounge, custodial closets, locker rooms, main office, hallways on ground and main floors, boiler room) and the perimeter of the building unless activity or sightings in other areas have been reported in the past sighting log.

The Integrated Pest Management Contractors and GSA Landscape department, shall utilize their own comprehensive Inspection Report Forms, and shall provide a copy of this report, as well as the Action and Activity Reports.

## **Clean Up of Rodent Contaminated Areas**

Persons involved in the clean up should wear rubber or plastic gloves.

Spray dead rodents, rodent nests, droppings, or foods or other items that have been tainted by rodents with a general-purpose household disinfectant. Soak the material thoroughly and place in a plastic bag or vacuum with a HEPA filter vacuum cleaner. When a clean up is complete (or when the bag is full), seal the bag, then place it into a second plastic bag and seal. Dispose of the bagged material in a trash disposal unit.

After the above items have been removed, mop floors with a solution of water, detergent, and disinfectant. Spray dirt floors with a disinfectant solution. A second mopping or spraying of floors with a general-purpose household disinfectant is optional. Carpets can be effectively disinfected with household disinfectants or by commercial grade steam cleaning or shampooing. To avoid generating potentially infectious aerosols, do not vacuum or sweep dry surfaces before mopping.

Disinfect countertops, cabinets, drawers, and other durable surfaces by washing them with a solution of detergent, water and disinfectant, followed by an optional wiping down with a general-purpose household disinfectant.

Rugs and upholstered furniture should be steam cleaned or shampooed. If rodents have nested inside furniture and the nests are not accessible for decontamination, the furniture should be removed and properly disposed of.

Use rubber or plastic gloves when handling the dirty laundry. Wash laundry in hot water and detergent. Before removing the gloves, wash gloved hands in a general household disinfectant and then in soap and water. A hypochlorite solution prepared by mixing 3 tablespoons of household bleach in 1 gallon of water may be used in place of a commercial disinfectant. When using the chlorine solution, avoid spilling the mixture on clothing or other items that may be damaged. Thoroughly wash hands with soap and water after removing the gloves.

#### **Precautions for Workers in Affected Areas Who are Regularly Exposed to Rodents**

Workers in potentially high-risk settings should be informed about the symptoms of hanta virus and be given detailed guidance on prevention measures.

Workers who develop febrile or respiratory illness within 45 days of the last potential exposure should immediately seek medical attention and inform the attending physician of the potential occupational risk of hanta virus infection. The physician should contact local authorities promptly if hanta virus associated illness is suspected. A blood sample should be obtained and forwarded with the baseline serum through the state health department to the Centers for Disease Control for hanta virus antibody testing. A First Report of Injury report should be completed and given to Supervisor.

Service Location:

Pest Inspection Report

Service Location:

- Perimeter of building; kept free of vegetation, debris, clutter
- Exterior/structure in good repair, windows/doors/screens in good repair, holes and cracks repaired and /or caulked
- Dumpster area neat, contained, not overflowing, doors closed

Service Location:

**Exterior**  
Yes/No

**Sanitation**

- Loading dock free of debris, doors closed

**Comments/Actions Needed:**

**Kitchen**  
Yes/No

- Walls/ceilings; clean, free of grease, mold, etc.
- Floors clean, including underneath appliances, free of grease residue, food particles
- Food prep area sanitary, cleaned daily, no food left out or accessible
- Food processing equipment including ovens, fryers and grills cleaned frequently, free of food and grease residue, well maintained
- Refrigeration units have clean interiors, proper storage container, no items stored on top/along side
- Dishwashing area clean, no dirty dishes/utensils left unattended, no leaks/puddles

**Comments/Actions Needed:**

Service Location:

**Exterior**  
Yes/No

**Sanitation**

**Other**

Yes/No

- Trash area free of debris, trash properly stored, receptacles frequently cleaned
- Storage areas – items elevated off the floor, away from the wall, removed from cartons
- Dining areas – tables/floors clean, free of food debris, condiment/salad bar clean
- Restrooms are sanitary, floors sinks, counters clean, no leaking faucets, drains, etc.
- Classrooms are neat, clutter free, no food stored or left out
- Offices/cubicles are neat, clutter free, no food stored or left out
- Locker rooms are clutter free, shower/drains cleaned, no leaks/puddles

Service Location:

**Exterior**

Yes/No

**Sanitation**

Service Location:

**Exterior**

Yes/No

**Sanitation**

**Comments/Actions Needed:**