

# DIY COMMERCIAL PEST INSPECTION CHECKLIST

Use this DIY commercial pest inspection checklist to prevent rodents, wildlife and insects.

## HOW TO SPOT PEST ACTIVITY

Look for these signs to prevent rodents, wildlife and insects from sneaking into your company's building.



### RODENT ACTIVITY

- ☐ Rodent droppings on countertops or the floor, particularly near areas with food or moisture.
- ☐ Greasy marks on cabinets or walls from mouse or rat hair.
- ☐ Movement, gnawing or squeaking sounds in ceilings, walls and cupboards.
- ☐ Debris from cardboard, rags, straw or paper that rodents could use to make nests.
- ☐ Gnawing marks on food containers, wood, conduits, soap, soft metals or cables.



### INSECT ACTIVITY

- ☐ Insects in the sticky traps you've placed throughout the property.
- ☐ Evidence of debris or damage that may have come from insects.
- ☐ Body parts of insects, such as a shed exoskeleton or wings.



### COCKROACH ACTIVITY

- ☐ A musty smell that could result in allergy symptoms.
- ☐ Droppings that look like small spindles or specks of pepper.
- ☐ Remains of dead cockroaches, including in traps.

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## PREVENTATIVE PEST CONTROL

Follow these tips for dealing with the particular pests that could infest your property.

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### HOW TO PREVENT RODENTS

- ☐ Sweep debris where you store and prepare food.
- ☐ Seal foodstuffs in covered containers on shelves instead of the floor.
- ☐ Seal doors, windows and other openings so rodents can't squeeze inside.
- ☐ Remove clutter, such as boxes and paper.
- ☐ Cover trash containers, sealing them securely.

### HOW TO PREVENT COCKROACHES

- ☐ Inspect your commercial property with a flashlight for places where cockroaches could build a nest.
- ☐ Vacuum at least once a week to remove crumbs that could attract cockroaches.
- ☐ Seal any gaps or holes in the walls, doors or windows to limit areas where they could hide.
- ☐ Remove clutter to take away possible nesting places.
- ☐ Disinfect surfaces and equipment that may have had an infestation already.
- ☐ Dispose of dead cockroaches and disinfect the area.
- ☐ Place baits where you discovered any cockroach activity.
- ☐ Replace traps that have previously captured these insects.
- ☐ Check the premises at least once a month for pest activity.

### HOW TO PREVENT INSECTS

- ☐ Seal food sources and any openings throughout the facility.
  - ☐ Reduce standing water around your property.
  - ☐ Inspect mattresses and upholstered furniture for bed bugs.
  - ☐ Inspect your pipes for leaks, and repair rotten wood.
  - ☐ Dispose of water outside the building, and make sure you have a proper irrigation system.
  - ☐ Get rid of vegetation or mulch placed against or near the building.
  - ☐ Limit the use of lighting near the building that could attract moths and flies.
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## PREVENTATIVE MEASURES BY INDUSTRY

Here are some specific tips for keeping pests out of your facility based on the industry.

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### RESTAURANTS

- ☐ Look for overgrown trees or shrubbery and cut them back so they don't touch the building.
  - ☐ Check for significant gaps or cracks in the building's exterior and recaulk as necessary.
  - ☐ Ask employees to clean the food out of their desks, lockers and other personal storage units and look for pest damage.
  - ☐ Inspect the drains for any pest activity and refill P-traps in the floor drains.
  - ☐ Empty all trash cans outside at the end of each day.
  - ☐ Arrange for garbage pickup and bag and seal any contents that you dispose of before garbage day.
  - ☐ Repair any leaks you notice in the plumbing in kitchens or bathrooms.
  - ☐ Turn the lights off in the kitchen and break areas and look for pest activity with a flashlight.
  - ☐ Fix any air conditioning units on the roof producing too much condensation and dripping onto your property.
  - ☐ Replace the screens of your ventilation systems if they have holes or gaps where pests could enter the building.
  - ☐ Close exterior doors when not in use, or use screened doors to provide proper ventilation for hot kitchens.
  - ☐ Repair damaged tiles and grout in the kitchen.
  - ☐ Clean soda machines often and wipe up spills immediately to prevent stains.
  - ☐ Practice first-in, first-out rotation when serving and preparing food.
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## HOTELS

- ☐ Cut back foliage and low-hanging branches at least 2 feet from the building.
- ☐ Plant greenery that repels pests.
- ☐ Repair your HVAC system so air flows out of open doors and blows out pests.
- ☐ Keep doors shut when you can, and set up door sweeps and seal gaps.
- ☐ Use artificial plants inside the building as decoration instead of real ones.
- ☐ Limit outside water sources, such as sprinklers, around door areas.
- ☐ Ask housekeeping staff to check potential pest hiding places and report any activity to maintenance.
- ☐ Get rid of debris and excess moisture wherever possible while cleaning the guest rooms.
- ☐ Inspect all incoming shipments for cockroaches, flies, stored-product pests and rodents.
- ☐ Seal areas behind appliances and furniture.
- ☐ Clean under vending machines and ice machines.
- ☐ Clean the area near trash cans, removing wrappers and spills as soon as you notice them.
- ☐ Repair leaks from beverage and ice machines.
- ☐ Mop floors regularly and get rid of residue that could attract pests.
- ☐ Line all the trash cans and keep them tightly covered.
- ☐ Only allow food or drink items in designated areas.
- ☐ Get rid of standing water from rainstorms on or near the property.
- ☐ Dispose of lint and other debris in the laundry room to prevent mold growth.
- ☐ Remove the floor drain covers and clean drains once a month by wiping them with a brush and detergent.
- ☐ Regularly deep clean the loading dock and surrounding pavement.
- ☐ Set up bird repellents on the ledges and prevent nesting areas on the roof.
- ☐ Remove empty boxes and other waste from the loading dock.
- ☐ Keep doors closed around the loading dock when not in use and think about setting up a double-door system.
- ☐ Seal openings on the loading dock with mesh wire and a weather-resistant sealant.
- ☐ Sanitize trash cans and garbage dumpsters frequently.
- ☐ Move dumpsters away from the side of the building.
- ☐ Rotate dumpsters regularly so you can clean them more effectively.
- ☐ Remove discarded food and trash away from the area surrounding the dumpsters.

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## APARTMENT COMPLEXES

- ☐ During maintenance appointments, ask the technicians to look in problem areas where rodents, cockroaches, flies, ants and bed bugs can hide.
- ☐ Fix broken windows, screens, vent covers or holes in exterior walls immediately.
- ☐ Use automatic door closers on doors that tend to be left open.
- ☐ Fix windows and doors that don't close as soon as possible.
- ☐ Avoid leaving the doors to kitchen areas or dumpsters open.
- ☐ Place screens over the air intake and exhaust vents.
- ☐ Check the integrity of your HVAC components to reduce excess moisture.
- ☐ Plug gaps and openings where wires and conduits come through the various parts of your residential property.
- ☐ Eliminate pest access in plumbing systems by repairing leaks and sealing gaps.
- ☐ Keep roof drains and downspouts open and unclog gutters.
- ☐ Replace rotted wood that could attract termites immediately.
- ☐ Insulate pipes that might be prone to condensation.
- ☐ Empty mop buckets and store mops head up to reduce standing water that attracts mosquitoes.
- ☐ Wash recyclable containers and trash receptacles regularly.
- ☐ Use metal trash bins that rodents can't chew instead of plastic containers.
- ☐ Put garbage bags and tight-fitting lids on your bins for food and beverage waste and clean them weekly.
- ☐ Arrange for recyclables to be picked up at least once a week.
- ☐ Store dumpsters and trash cans away from the building on asphalt or concrete surfaces.
- ☐ Make sure you have enough trash receptacles and dumpsters for the amount of trash you dispose of.
- ☐ Encourage your residents and staff to report any rodent or insect activity.

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## DISTRIBUTION CENTERS AND WAREHOUSES

- ☐ Get rid of gaps, cracks and holes where pests could sneak in.
- ☐ Have your employees keep track of any pest activity they notice.
- ☐ Clean floor drains to ensure proper moisture control.
- ☐ Take out the garbage every day, and scrub out your garbage bins regularly.
- ☐ Cover dumpsters when you're not using them.
- ☐ Store dumpsters away from the entrances and exits.
- ☐ Use garbage bags instead of throwing garbage directly into the bin.



## FOOD HANDLING FACILITIES

- ☐ Train your employees to recognize pest activity signs, and give them a place to report if they see any.
- ☐ Teach your janitorial staff to clean appropriately to prevent activity from pests.
- ☐ Have a daily, weekly and monthly maintenance checklist for taking care of the facilities.
- ☐ Weatherstrip the gaps underneath the openings of your doors, or install door sweeps.
- ☐ Instead of propping doors open, make sure you have enough ventilation for hot days or places where you cook.
- ☐ Seal the gaps around piping, cabling or other penetrations into the structure.
- ☐ Fill in structural cracks or holes larger than a quarter inch.
- ☐ Trim the vegetation that's too close to the building so insects don't have easy access.
- ☐ Get rid of standing water anywhere near the outside of your commercial property, including on your roof.
- ☐ Repair any missing or damaged screens covering the ventilation or exhaust fans.
- ☐ Clear or repair blocked or damaged gutter downspouts.
- ☐ Inspect all packages that come through the facility for stored-product insects.
- ☐ Conduct inspections at least once a month to make sure you don't have evidence of pest activity.
- ☐ Deep clean food storage areas at least once a month, depending on your inventory.

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## HEALTH CARE CENTERS

- ☐ Find and remove sources of moisture, such as clogged drains and leaky pipes.
- ☐ Seal and store food properly, especially in cafeterias and kitchens.
- ☐ Regularly clean high-volume areas like break rooms and cafeterias, where crumbs and other residues could accumulate.
- ☐ Dispose of garbage in sealed cans or dumpsters.
- ☐ Inspect delivery boxes before storing them in the kitchen or pharmaceutical shelves.
- ☐ Make sure there's proper ventilation in storage areas.
- ☐ Seal cracks and holes on the outside of the building.
- ☐ Repair and dispose of decaying wood around the facility.
- ☐ Replace worn weatherstripping around doors and windows.
- ☐ Trim or remove any vegetation and keep shrubbery a few feet away from the building.
- ☐ Regularly check for any kitchen drain clogs or leaks in refrigerators.
- ☐ Close entryways from loading docks instead of propping them open.



## SCHOOLS

- ☐ Restrict where students and faculty are allowed to eat.
- ☐ Dispose of garbage daily in sealed garbage containers.
- ☐ Move dumpsters and disposal containers away from the building.
- ☐ Repair and maintain leaking pipes.
- ☐ Regularly clean cafeterias and break rooms where pest activity is most common.
- ☐ Seal the cracks and crevices throughout the exterior wall of the building.
- ☐ Sanitize the facility often, primarily in those areas where you've discovered pest activity.
- ☐ Clean the gutters and direct water away from the premises to prevent water accumulation.
- ☐ Teach students and staff about how their actions affect pest management and control.

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## RETAIL BUSINESSES

- ☐ Keep food in transparent, air-tight containers.
- ☐ Store clothing in plastic wrap to prevent insects from damaging merchandise.
- ☐ Place containers on a shelf off the ground to prevent rodents from entering them.
- ☐ Have plenty of storage to reduce clutter and keep inventory organized.
- ☐ Keep non-perishable food items away from housewares and other things.
- ☐ Get rid of excess cardboard where rodents and other pests could hide.
- ☐ Keep trash receptacles away from the shelves to prevent cross-contamination.
- ☐ Carefully inspect drywall areas for holes and cracks, and seal them as necessary.
- ☐ Install door sweeps to make sure that sliding doors meet and seal.
- ☐ Change out weather stripping on roll-up doors.
- ☐ Sweep and mop floors at least once a week, depending on foot traffic.
- ☐ Empty garbage several times a day, leaving it empty overnight.
- ☐ Keep dumpster area clean, and have dumpsters serviced regularly.