**Pest Control Self-Inspection Checklist**

**To Be Checked Monthly:**

* Incoming shipments of food, products, paper supplies, etc. are inspected for pests and rejected if infested.
* Food products delivered in containers that are not pest-proof (i.e. paper, cardboard boxes, etc.) and not used or distributed immediately are stored refrigerated or transferred into pest-proof containers.

**To Be Checked Weekly:**

* Food storage areas are inspected twice monthly for evidence of pests.
* Packing and shipping trash (bags, boxes, pallets) is promptly disposed of or recycled.
* Stored products are rotated on a “first in, first out” basis to reduce potential for pest harborage and reproduction.
* Bulk stored products are stored away from walls and 6” off floor, allowing access for inspection and reducing pest harborages.
* Food storage aisles are maintained around bulk stored products and are at least 6 inches wide.
* Food that has come in direct contact with pests (such as ants, mice, cockroaches, mealworms, etc.) is considered contaminated and is discarded promptly.
* Paper and cleaning products are stored separately from food products.

**Pest and Rodent Control Inspection Log for Self Application/Inspection**

**Agency Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Year:** \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Name of person:**  | **Findings :**  |
| January |  |  |
| February  |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |
| July  |  |  |
| August  |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December  |  |  |

**Action taken for any evidence found (with dates & initials):**

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