1. Food Handling and Storage Areas

1a. Ensured all food is stored in sealed containers no traces of food on outside surfaces...  
1b. Verified there is no long term storage of items in cardboard boxes.............................  
1c. Ensured disposed of food scraps properly and remove crumbs........................................  
1d. Verified food storage areas are clean and clutter free.................................................  
1e. Verified all storage is kept off the floor and on open type shelving..........................  
1f. Ensured all floors are properly swept and wet mopped daily and after spills..................  

2. Cooking / Prep Area

2a. Checked for odors near cooking, preparation, and eating areas............................... 2b. Ensured there are no combustion gas or natural gas odors, leaks, back-drafting, or headaches when gas appliances are used................................. 
2c. Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning.. 
2d. Determined that gas appliances function properly...................................................... 
2e. Verified that gas appliances are vented outdoors......................................................... 
2f. Ensured all counters are cleaned with soap & water then disinfected (2 steps)............ 
2g. Verified under sinks and equipment are kept clean and clutter free.........................

3. General

3a. Verified area is free of unauthorized pesticides............................................................ 
3b. Verified pest monitors are present, numbered and dated............................................ 
3c. Checked storage, cooking, preparation, laundry, dish rooms and areas for signs of pests (for example, feces or remains)... ................................................................. 
3d. Ensured trash is emptied daily (never left over night).................................................. 
3e. Verified that dumpsters are properly located (away from air intake vents, operable windows, and food service doors)... ................................................................. 
3f. Verified door sweeps are installed and in good repair................................................. 
3g. Verified all windows have screens and close tight with no gaps................................ 
3h. Verified the kitchen is free of plumbing and ceiling leaks......................................... 
3i. Verified all floor drains and sinks are clean and P-traps are full.................................. 
3j. Determined there are no signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)...  
3k. Verified area is free of open holes or other access to the outside............................... 
3l. Verified any cracks in walls or floors are sealed properly..................................... 
3m. Verified all vents and exhaust hoods are free of grease and/or dust......................... 
3n. Verified wet mops/dust mops are clean and hung up when not in use (off the floor)... 
3o. Ensured that kitchen is cleaned after every use......................................................... 
3p. Ensured that food preparation, cooking, and storage practices are sanitary.............
4. Classrooms

4a. Verified room is free of unauthorized pesticides. .......................................................... Yes  No  N/A
4b. Verified any pest monitors present are numbered and dated...................................... Yes  No  N/A
4c. Verified room is free of excessive clutter.................................................................... Yes  No  N/A
4d. Verified storage is free of items stored for long term in cardboard boxes.................. Yes  No  N/A
4e. Ensured recycle bins are clean and emptied regularly................................................. Yes  No  N/A
4f. Verified all food items are stored in sealed plastic containers...................................... Yes  No  N/A
4g. Verified student desks and cubbies are clean and free of food................................... Yes  No  N/A
4h. Verified any animal or bird food is stored in sealed plastic containers...................... Yes  No  N/A
4i. Verified animal or bird cages are clean including surrounding areas.......................... Yes  No  N/A
4j. Verified indoor plants are healthy and free of pests..................................................... Yes  No  N/A
4k. Verified outside windows/doors have screens and close tight with no gaps............... Yes  No  N/A
4l. Ensured trashcans are clean and emptied daily (never left over night)......................... Yes  No  N/A
4m. Verified area is free of open holes or other access to the outside............................... Yes  No  N/A
4n. Verified any cracks in walls or floors are sealed properly........................................... Yes  No  N/A
4o. Verified area is free of plumbing and ceiling leaks..................................................... Yes  No  N/A
4p. Verified carpet is in good repair, vacuumed and cleaned regularly............................. Yes  No  N/A
4q. Verified area is free of cloth couches or chairs............................................................ Yes  No  N/A

5. Faculty Room / Offices

5a. Verified room is free of unauthorized pesticides.......................................................... Yes  No  N/A
5b. Verified any pest monitors present are numbered and dated...................................... Yes  No  N/A
5c. Verified room is free of excessive clutter.................................................................... Yes  No  N/A
5d. Verified storage is free of items stored for long term in cardboard boxes.................. Yes  No  N/A
5e. Verified all food items are stored in sealed plastic containers...................................... Yes  No  N/A
5f. Verified indoor plants are healthy and free of pests..................................................... Yes  No  N/A
5g. Verified outside windows/doors have screens and close tight with no gaps............... Yes  No  N/A
5h. Ensured trashcans are clean and emptied daily (never left over night)......................... Yes  No  N/A
5i. Verified area is free of open holes or other access to the outside............................... Yes  No  N/A
5j. Verified any cracks in walls or floors are sealed properly........................................... Yes  No  N/A
5k. Verified area is free of plumbing and ceiling leaks..................................................... Yes  No  N/A
5l. Verified refrigerator gaskets are clean and pest free.................................................... Yes  No  N/A
5m. Ensured that exhaust fans are used whenever cooking, washing dishes, and cleaning.. Yes  No  N/A
5n. Verified under sinks and equipment are kept clean and clutter free............................ Yes  No  N/A
5o. Verified area is free of plumbing and ceiling leaks..................................................... Yes  No  N/A
5p. Verified vending machines and area are clean............................................................ Yes  No  N/A
5q. Ensured that kitchen is cleaned after every use............................................................ Yes  No  N/A
5r. Verified carpet is in good repair, vacuumed and cleaned regularly............................. Yes  No  N/A
5s. Verified area is free of cloth couches or chairs............................................................ Yes  No  N/A
6. Grounds

6a. Verified any pest monitors present are numbered and dated...........................................  ❑  ❑  ❑
6b. Verified grounds are free of excessive garbage, weeds, and trash...................................  ❑  ❑  ❑
6c. Verified lawns are mowed and trimmed regularly..............................................................  ❑  ❑  ❑
6d. Verified grounds have adequate drainage and free of standing water..........................  ❑  ❑  ❑
6e. Verified bushes, shrubs and trees are trimmed and away from building...........................  ❑  ❑  ❑
6f. Verified eves, roofs are free of bird nests, bee hives, wasps nests etc...............................  ❑  ❑  ❑
6g. Verified sheds are sealed to the outside to keep pests out.................................................  ❑  ❑  ❑
6h. Verified that dumpsters are properly located (away from air intake vents, operable windows, and food service doors).................................................................  ❑  ❑  ❑
6i. Verified that dumpsters and surrounding area is properly cleaned and maintained.......  ❑  ❑  ❑
6j. Verified pavement and concrete are free from cracks (properly sealed).........................  ❑  ❑  ❑
6k. Verified trashcans have lids and are cleaned regularly.....................................................  ❑  ❑  ❑

7. Entranceways and Vestibules

7a. Verified any pest monitors present are numbered and dated...........................................  ❑  ❑  ❑
7b. Verified doors shut tight, fully close on their own and kept closed when not in use.......  ❑  ❑  ❑
7c. Verified door sweeps and other weather stripping completely cover the door...............  ❑  ❑  ❑
7d. Verified cracks or openings around doors or walls are sealed........................................  ❑  ❑  ❑
7e. Verified area is free of open holes or other access to the outside....................................  ❑  ❑  ❑
7f. Verified trashcans are cleaned regularly...........................................................................  ❑  ❑  ❑
7g. Verified area is free of ceiling leaks...................................................................................  ❑  ❑  ❑
7h. Ensured area is properly swept daily and spills are quickly cleaned...............................  ❑  ❑  ❑
7i. Verified carpet is in good repair, vacuumed and cleaned regularly....................................  ❑  ❑  ❑

8. Boiler Rooms / Fan Rooms / Mechanical Rooms

8a. Verified area is free of unauthorized pesticides.................................................................  ❑  ❑  ❑
8b. Verified any pest monitors present are numbered and dated..........................................  ❑  ❑  ❑
8c. Verified doors shut tight, fully close on their own and kept closed when not in use.......  ❑  ❑  ❑
8d. Verified door sweeps and other weather stripping completely cover the door...............  ❑  ❑  ❑
8e. Verified cracks or openings around doors or walls are sealed........................................  ❑  ❑  ❑
8f. Verified area is free of open holes or other access to the outside....................................  ❑  ❑  ❑
8g. Verified area is free of standing water..............................................................................  ❑  ❑  ❑
8h. Verified area is free of plumbing and ceiling leaks...........................................................  ❑  ❑  ❑
8i. Verified all floor drains and sinks are clean and P-traps are full........................................  ❑  ❑  ❑
8j. Verified outside air intakes are properly screened and free of trash...............................  ❑  ❑  ❑
8k. Verified area is free of excessive clutter.............................................................................  ❑  ❑  ❑
8l. Verified area is regularly cleaned including equipment, floors, walls etc.......................  ❑  ❑  ❑
9. Restrooms / Locker Rooms

9a. Verified area is free of unauthorized pesticides

9b. Verified any pest monitors present are numbered and dated

9c. Verified doors shut tight, fully close on their own

9d. Verified door sweeps and other weather stripping completely cover the door

9e. Verified cracks or openings around doors or walls are sealed

9f. Verified area is free of open holes or other access to the outside

9g. Verified area is free of plumbing and ceiling leaks (including sinks, toilets, showers)

8h. Verified area is free of standing water

9i. Verified all floor drains and sinks are clean and P-traps are full

9j. Determined there are no signs of microbiological growth on walls, ceiling, floors
   (for example, mold, slime, and algae)

9k. Verified area is free of excessive clutter

9l. Ensured trash is emptied daily (never left over night)

9m. Verified area is regularly cleaned including showers, floors, walls, fixtures etc

10. Custodial Closets / Supply Rooms / Receiving Area

10a. Verified area is free of unauthorized pesticides

10b. Verified any pest monitors present are numbered and dated

10c. Verified area is free of any food or beverages

10d. Verified doors shut tight, fully close on their own and kept closed when not in use

10e. Verified door sweeps and other weather stripping completely cover the door

10f. Verified cracks or openings around doors or walls are sealed

10g. Verified area is free of open holes or other access to the outside

10h. Verified area is free of plumbing and ceiling leaks

10i. Ensured that exhaust fans are operating properly

10j. Verified all floor drains and sinks are clean and P-traps are full

10k. Ensured trash is emptied daily (never left over night)

10l. Verified area is free of excessive clutter

10m. Verified all storage is kept off the floor and on open type shelving

10n. Verified wet mops/dust mops are clean and hung up when not in use (off the floor)

10o. Verified that custodial cart/barrel trash is emptied daily, kept clean and sanitary

10p. Determined there are no signs of microbiological growth on walls, ceiling, floors
   (for example, mold, slime, and algae)

10q. Verified area is free of cloth couches or chairs

10r. Verified area is regularly cleaned including equipment, floors, walls, shelving etc