

**How closely does your development follow HUD's Guidance on IPM?
Complete the following checklist to assess your pest management program.**

Essential Elements of Effective IPM (per HUD May 28, 2008 Guidance)	Status at Development (checkmark all that are present)	Comment on Existing Strategies and Deficiencies; Make Recommendations
<p>1. Communicate Policies Communicate ownership/ management's IPM policies and procedures to:</p> <ul style="list-style-type: none"> • All building occupants • Administrative staff • Maintenance personnel • Contractors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Written pest control policy in place. <input type="checkbox"/> Policy communicated to: <ul style="list-style-type: none"> <input type="checkbox"/> Staff. <input type="checkbox"/> Resident services. <input type="checkbox"/> Maintenance staff. <input type="checkbox"/> Renovation/rehabilitation staff/contractors. <input type="checkbox"/> Pest control services. <input type="checkbox"/> Policy communicated to residents. 	
<p>2. Identify Problem Pests Identify pests and environmental conditions that limit the spread of pests.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy describes strategies to address pests: <ul style="list-style-type: none"> <input type="checkbox"/> Rats. <input type="checkbox"/> Mice. <input type="checkbox"/> Cockroaches. <input type="checkbox"/> Bedbugs. <input type="checkbox"/> Other pests: _____ <input type="checkbox"/> Policy describes strategies to address environmental conditions: <ul style="list-style-type: none"> <input type="checkbox"/> Water damage and effective cleanup. <input type="checkbox"/> Housekeeping and maintenance within the apartment units. 	

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<p>3. Monitor and Track Establish an ongoing monitoring and record keeping system for:</p> <ul style="list-style-type: none"> • Regular sampling and assessment of pests • Surveillance techniques • Remedial actions taken • Assessment of program effectiveness. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pest control complaints: <ul style="list-style-type: none"> <input type="checkbox"/> Maintain accurate, up-to-date, and accessible tracking reports. <input type="checkbox"/> Recorded in electronic format. <input type="checkbox"/> Analyzed regularly for timeliness, recurrent problems and other trends. <input type="checkbox"/> Action taken based on analysis of complaints. <input type="checkbox"/> Ongoing and regular monitoring of trash handling areas and common areas: <ul style="list-style-type: none"> <input type="checkbox"/> Visual monitoring. <input type="checkbox"/> Glue trap monitoring. <input type="checkbox"/> Ongoing and regular inspection of exterior areas. <input type="checkbox"/> Result of visual monitoring and glue trap monitoring recorded and tracked. <input type="checkbox"/> Annual inspection of each resident for housekeeping and maintenance concerns. <input type="checkbox"/> Annual summary of results of complaint and monitoring analysis. 	
<p>4. Set Thresholds for Action Determine, with involvement of residents:</p> <ul style="list-style-type: none"> • Pest population levels – by species – that will be tolerated • Thresholds at which pest populations warrant action. 	<ul style="list-style-type: none"> <input type="checkbox"/> Zero tolerance set for priority pests: rats, mice, cockroaches, and bedbugs. <input type="checkbox"/> Residents and staff aware of zero tolerance policy. <input type="checkbox"/> Tolerances set for other pests such as ants and spiders. 	

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<p>5. Improve Non-Pesticide Methods Improve:</p> <ul style="list-style-type: none"> • Mechanical pest management methods • Sanitation • Waste management • Natural control agents. 	<ul style="list-style-type: none"> <input type="checkbox"/> Regular and ongoing cleaning of [Frequency] <ul style="list-style-type: none"> <input type="checkbox"/> Interior trash handling areas [] <input type="checkbox"/> Exterior trash handling areas [] <input type="checkbox"/> Laundry rooms [] <input type="checkbox"/> Storage areas [] <input type="checkbox"/> Regular removal of interior trash [] <input type="checkbox"/> Confirm dumpsters <ul style="list-style-type: none"> <input type="checkbox"/> Are of adequate size <input type="checkbox"/> Are in good repair <input type="checkbox"/> Have tightly fitting lids <input type="checkbox"/> Are located at least 25 feet from building <input type="checkbox"/> Show no signs of overflow problems. 	
<p>6. Prevent Pest Entry and Movement</p> <ul style="list-style-type: none"> • Monitor and maintain structures and grounds including <ul style="list-style-type: none"> ○ Sealing cracks ○ Eliminating moisture intrusion and accumulation • Add physical barriers to pest entry and movement. 	<ul style="list-style-type: none"> <input type="checkbox"/> Exterior holes greater than ¼" sealed. <input type="checkbox"/> Cracks in walls, foundation and floor sealed. <input type="checkbox"/> Sewer traps filled with water. <input type="checkbox"/> Screens in place on opened windows and doors in warm weather. <input type="checkbox"/> Door sweeps in good working condition. <input type="checkbox"/> Materials damaged by water quickly repaired or replaced. <input type="checkbox"/> Cause of water damage corrected. 	

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<p>7. Educate Residents and Update Leases</p> <ul style="list-style-type: none"> • Develop an outreach/educational program • Ensure that leases reflect residents’ responsibilities for: <ul style="list-style-type: none"> ○ Proper housekeeping ○ Reporting presence of pests, leaks, and mold. 	<ul style="list-style-type: none"> <input type="checkbox"/> Resident leases set specific requirements for: <ul style="list-style-type: none"> <input type="checkbox"/> Housekeeping, sanitation, and trash storage. <input type="checkbox"/> Reporting of pests, leaks, and mold. <input type="checkbox"/> Educational materials on pest control and pesticide use provided to residents. <input type="checkbox"/> New residents expressly told that they are responsible for proper housekeeping and reporting presence of pests, leaks, and mold. <input type="checkbox"/> Units inspected within one month after moving in. <input type="checkbox"/> Residents regularly reminded of responsibilities. <input type="checkbox"/> Resident told to notify resident services before using any pesticides spray or fogger. 	
<p>8. Enforce Lease</p> <p>Enforce lease provisions regarding resident responsibilities such as:</p> <ul style="list-style-type: none"> • Housekeeping • Sanitation • Trash removal and storage. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pest control services and maintenance alerting resident services to housekeeping, sanitation and trash problems on an identified, established schedule. <input type="checkbox"/> Resident services addressing residents with housekeeping problems through education. <input type="checkbox"/> Residents with ongoing or unresolved housekeeping, sanitation or trash problems addressed through enforcement of lease. 	

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9. Use Pesticides Only When Necessary Use pesticides only when necessary, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment, and, as appropriate, notifying PHA management before application.	<input type="checkbox"/> Snap traps used for mice. <input type="checkbox"/> Rodenticides only used in tamper-resistant plastic boxes. <input type="checkbox"/> No sprays or foggers used by staff, contractors, or residents without written, advance approval of property manager. <input type="checkbox"/> Boric acid and baits used at unit turnover.	
10. Post Signs Provide and post 'Pesticide Use Notification' signs or other warnings.	<input type="checkbox"/> Program in place to notify residents and staff of pesticide use. <input type="checkbox"/> Signs used to notify residents and staff in advance of pesticide application (if for other than bait stations). <input type="checkbox"/> Residents notified after units treated. <input type="checkbox"/> Residents notified after common areas treated.	
11. Summary	<input type="checkbox"/> How many of the ten Essential Elements of Effective IPM listed in this chart are: - Fully addressed? _____ - Partially addressed? _____ - Missing entirely? _____	