

Maintenance-Team Pest Checklist

Repairs your own crew can make without a pest vendor that take away what pests need: a way in, a place to live, and food and water.

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How to use this document

These are building repairs, not pesticide work. Your crew can do every item on this list without a pesticide license. Do not apply pesticides as part of this list; who may apply pesticide in a unit is a separate question (see the Who May Apply Pesticide page). Record each repair with the date, location and a photo, and tell the pest provider so they can recheck.

Close the way in

- ☐ Install or replace door sweeps so no daylight shows under exterior and unit entry doors

Note:

- ☐ Seal gaps around pipes, conduits and cables with materials rodents do not chew through easily (for example copper or steel mesh with sealant, or sheet metal) at exterior walls and between units

Note:

- ☐ Replace missing escutcheon plates under sinks and behind toilets

Note:

- ☐ Repair torn window and vent screens; fit dampers on dryer and bath vents

Note:

- ☐ Close holes in drywall, especially behind appliances and in shared plumbing walls (these connect units)

Note:

- ☐ Seal gaps at baseboards, cabinet backs and countertop backsplashes in kitchens where cockroaches have been found

Note:

Take away water

- ☐ Fix leaking faucets, supply lines, drain lines and toilet seals

Note:

- ☐ Clear condensate lines and drip pans

Note:

- ☐ Keep floor drain traps full; cover unused drains

Note:

- ☐ Correct downspouts and irrigation that wet the foundation

Note:

Take away food and shelter

- ☐ Keep dumpster lids closed and repaired; ask the hauler to replace damaged containers

Note:

- ☐ Move dumpsters away from building doors where the site allows

Note:

- ☐ Clean grease from community kitchen equipment and range hoods

Note:

- ☐ Remove stored cardboard, clutter and abandoned furniture from storage and mechanical rooms

Note:

- ☐ Trim vegetation and remove ivy from foundations; keep a gravel or bare strip at the foundation where possible

Note:

- ☐ Do not leave discarded mattresses or upholstered furniture in hallways; wrap and remove them promptly

Note:

Work with the pest provider

- ☐ Leave monitoring devices and bait stations where they are; if one is in the way, move it and tell the provider

Note:

- ☐ Open access panels, bed frames or appliance kick plates when the technician needs them

Note:

- ☐ After each repair, note it on the building-condition report so it is rechecked and closed

Note:
