

Multifamily Integrated Pest Management (IPM) Plan

A fill-in plan for an apartment community, laid out to carry what HUD's NSPIRE correction standard asks a pest management plan to document, and usable as the outline of a privatized military housing landlord's pest control plan.

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How to use this document

Fill in every [BRACKETED] item for your property. Delete guidance lines in italics once you have read them. Keep the dated plan where staff, your pest management provider and any inspector can see it. HUD's NSPIRE notice says documentation for a pest management plan must include its start date, servicing schedule, and methods of pest monitoring, managing and treatment (88 FR 40832, at 40836); Sections 1, 4 and 5 carry those. Using this template does not mean a plan satisfies any agency review. It is not legal advice.

0. Note for public housing authorities and other public buyers

This template is a plan for a property to keep. It is not a procurement document. If a public buyer uses any part of it in a solicitation for pest management services, that buyer's procurement officer and counsel decide how procurement rules apply, including Utah Admin. Code R33-104-103(3) and 2 CFR 200.319(b) (see the procurement note on the Model Scope of Work page).

Disclosure: the author of this template founded Falcon Pest Control, a Utah pest management company that may bid on public work, including work for housing authorities. The template is general material, published to everyone on the date shown and not prepared for any particular procurement.

1. Plan identification

Property name: []

Address(es): []

Buildings and units: [NUMBER OF BUILDINGS] / [NUMBER OF UNITS]

Funding and programs that apply: [PUBLIC HOUSING / HUD MULTIFAMILY / HCV-PBV UNITS / LIHTC / HOME / MHPI / MARKET-RATE]

Plan start date: [DATE]

Plan version and date of this version: []

Owner or management agent: []

IPM coordinator (property staff): [NAME, TITLE, PHONE, EMAIL]

Pest management provider: [BUSINESS NAME, BUSINESS LICENSE NUMBER, PROGRAM SUPERVISOR]

Next scheduled review of this plan: [DATE]

2. Policy statement

[PROPERTY NAME] manages pests by integrated pest management: we find out why pests are present, fix the conditions that let them in or feed them, monitor, and use pesticides only where inspection shows they are needed, in a manner consistent with the label, choosing the lowest-risk effective option. We respond to every pest report, keep a dated record from report to closure, and do not consider a problem closed until a follow-up inspection shows it is resolved.

Residents are partners in this plan. We tell residents how to report pests and how to prepare for treatment, and we offer help to residents who cannot do the preparation themselves.

3. Roles

Who	Responsible for
IPM coordinator [NAME]	Keeping this plan current; receiving and logging reports; scheduling; tracking building conditions to closure; keeping records
Maintenance [NAME]	Repairs reported under Section 7; turnover readiness; sanitation of common areas and trash enclosures
Pest management provider	Inspection, identification, monitoring, treatment, follow-up, records required by state rule, building-condition reports
Residents	Reporting pests promptly; allowing entry as the lease provides; preparing the unit as instructed or asking for help; keeping the unit sanitary
Owner / asset manager [NAME]	Approving the plan and product list; budget for repairs; reviewing trend reports

4. Servicing schedule

Area	Inspection and service frequency	Notes
Building exteriors and grounds	[]	[]
Trash and recycling enclosures	[]	[]

Area	Inspection and service frequency	Notes
Common areas (halls, laundry, community rooms, offices)	[]	[]
Mechanical, boiler and storage rooms	[]	[]
Exterior rodent bait stations	[]	Number and placement set for this property from inspection; shown on the device map
Occupied units: on report	Within [] of report	[]
Occupied units: scheduled inspections (if any)	[]	[]
Units turning over	Before re-rental	[]
Adjoining units	When an infestation is found next door	[]

5. Monitoring, thresholds, treatment and closure by pest

For each pest: how you watch for it, when you act, what you do, and what 'closed' means. The closure criterion is written down before work starts.

Pest	Monitoring	Action threshold	Methods (non-chemical first)	Closure criterion
Bed bugs	[]	Any confirmed bed bug, egg or cast skin	[]	[]
German cockroach	[]	[]	[]	[]
Oriental / American cockroach	[]	[]	[]	[]
House mouse	[]	[]	[]	[]
Norway rat / roof rat	[]	Any rat inside a building	[]	[]
Ants	[]	[]	[]	[]
Spiders (incl. black widow)	[]	[]	[]	[]
Stinging insects	[]	Nest near a door, walkway or play area	[]	[]
Birds, bats, other wildlife	[]	[]	Within wildlife law; species identified first	[]

Pest	Monitoring	Action threshold	Methods (non-chemical first)	Closure criterion
[OTHER]	[]	[]	[]	[]

6. Approved products

Only products on this list are used at the property. Keep each label and Safety Data Sheet on file.

Product (brand name)	EPA Reg. No.	Target pests	Where it may be used	Label re-entry statement
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

7. Building conditions and exclusion

Conditions that let pests in or feed them are reported in writing with location, photo, recommended fix and responsible party, and tracked until closed. Common items: door sweeps and thresholds; gaps around pipes, conduits and cable; vent and window screens; weather stripping; leaks and standing water; dumpster placement, lids and drainage; recycling and bulk-item areas; clutter in storage and mechanical rooms.

Repairs are made while a unit is empty at turnover wherever possible.

8. Residents: education, reporting, preparation and help

How residents report pests: [WORK ORDER PORTAL / PHONE / EMAIL / OFFICE]

When residents receive pest information: [MOVE-IN / ANNUAL / AFTER A FINDING IN THEIR BUILDING]

Languages provided: []

Preparation instructions used: [ATTACH; FOR EXAMPLE THE MULTIFAMILY PEST REFERENCE RESIDENT PREP SHEETS]

How a resident asks for help with preparation, and who arranges it: []

How residents who report pesticide sensitivity are handled: []

Notice of entry: [AS THE LEASE AND LAW REQUIRE]

9. Records

- Pest report log (date and source of each report, unit, pest, response, closure)

- Pesticide application records required by state rule (in Utah, R68-7-11(11)), by unit
- Service records from the provider
- Device map and device check records
- Bed bug incident and response records
- Building-condition reports and their status
- Resident preparation instructions given, help requested and help arranged
- Agency inspection findings and the written response to each
- Retention period: [] (not less than state rule requires)

10. Review and sign-off

Reviewed by IPM coordinator: [NAME] [DATE]

Reviewed by pest management provider: [NAME, LICENSE NO.] [DATE]

Approved by owner or management agent: [NAME] [DATE]

For privatized military housing: date provided to the installation for annual review: [DATE]
