

Log #	Date and time received	Source	Building / unit or area	Pest reported	Pest identified (species)	Inspected (date, by)	Response	Treatment dates and applicator license no.	Resident prep: instructions given / help requested / help arranged	Adjacent units checked (units, dates, results)	Building conditions reported (and closed)	Follow-up inspections (dates, results)	Closure criterion met (date, by, basis)	Agency finding / program note

Write entries as things happen. Do not rewrite an earlier entry; add a dated correction on a new line. Keep the pest provider's application records and service reports with the log. A report stays open until the closure criterion in the IPM plan is met on a follow-up inspection.