

## TEFAP Pest Control Plan (In-House)

Agency Name: \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

1. Do you have a contract for pest control services or Integrated Pest Management (IPM) professional? \_\_\_\_\_

a. List name of company/service professional: \_\_\_\_\_

b. Frequency of service:  Monthly  Bi-Monthly  Quarterly  Semi-Annually

c. If other, please explain:

2. Do you store any purchased or donated non-food items (chemicals, clothing, etc.) in the area where TEFAP foods are stored?

a. If yes, correct by sorting and storing non-food items separately.

### Daily Pest Control Tasks

Food Protection		
	Date	Initials
Clean high traffic areas, such as truck unloading area, distribution area to participants, hallways, and other spaces.		
Clean eating areas and kitchens.		
Food dated, sealed, and stored properly.		
First in, First out (FIFO) training has taken place and is being practiced (this rotation of food ensures the oldest food is being given out and it will not go out of condition).		
Sanitation		
	Date	Initials
Garbage disposal is completed daily.		
Garbage container lid is closed to prevent animals and insects from accessing refuse.		

## Weekly Pest Control Tasks

<b>Food Protection</b>			
		<b>Date</b>	<b>Initials</b>
Week 1	Clean storage areas where USDA foods are stored. <input type="checkbox"/> Dry storage area cleaned. <input type="checkbox"/> Refrigerator/ cooler cleaned. <input type="checkbox"/> Freezer cleaned/ defrosted.		
Week 2	Clean storage areas where USDA foods are stored. <input type="checkbox"/> Dry storage area cleaned. <input type="checkbox"/> Refrigerator/ cooler cleaned. <input type="checkbox"/> Freezer cleaned/ defrosted.		
Week 3	Clean storage areas where USDA foods are stored. <input type="checkbox"/> Dry storage area cleaned. <input type="checkbox"/> Refrigerator/ cooler cleaned. <input type="checkbox"/> Freezer cleaned/ defrosted.		
Week 4	Clean storage areas where USDA foods are stored. <input type="checkbox"/> Dry storage area cleaned. <input type="checkbox"/> Refrigerator/ cooler cleaned. <input type="checkbox"/> Freezer cleaned/ defrosted.		
<b>Sanitation</b>			
		<b>Date</b>	<b>Initials</b>
Week 1	Facility garbage is picked up on a regular basis.		
Week 2	Facility garbage is picked up on a regular basis.		
Week 3	Facility garbage is picked up on a regular basis.		
Week 4	Facility garbage is picked up on a regular basis.		
<b>Building Maintenance - Exterior Cracks &amp; Holes</b>			
		<b>Date</b>	<b>Initials</b>
Week 1	Examine facility for pests.		
Week 2	Examine facility for pests.		
Week 3	Examine facility for pests.		
Week 4	Examine facility for pests.		

## Monthly Pest Control Tasks

<b>Food Protection</b>		
	<b>Date</b>	<b>Initials</b>
Shipments of food checked for pests and evidence of contamination.		
<b>Sanitation</b>		
	<b>Date</b>	<b>Initials</b>
Garbage containers are cleaned.		

## Semi-Annual (every 6 months) Pest Control Tasks

<b>Building Maintenance- Exterior</b>		
	<b>Date</b>	<b>Initials</b>
Check that gutters are in place and working properly.		
Building diverts in place and channels water flow away from foundation.		
<b>Building Maintenance - Exterior Doors and Windows</b>		
	<b>Date</b>	<b>Initials</b>
Check the building windows and door screens to ensure that there are no holes.		
Check the building doors to be sure they seal and keep pests outside.		
<b>Building Maintenance - Exterior Cracks &amp; Holes Sealed</b>		
	<b>Date</b>	<b>Initials</b>
Check building entry points for utilities inside and outside to be sure they are sealed and not an access for pests.		
Check building entry points for utilities inside and outside to be sure they are sealed and not an access for pests.		
Check building pipes inside and outside to be sure they are sealed and not an access for pests.		
Check building pipes inside and outside to be sure they are sealed and not an access for pests.		