

TEFAP Pest Control Plan (In- House)

Agency Name: _____

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. Explain if other: _____

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.

3. Pest Control Plan
 - a. Name of person responsible: _____

Frequency	Task	Date	Initials
Food Protection			
Daily	Clean high traffic areas, such as truck unloading area, distribution area to participants, hallways, and other spaces.		
Daily	Clean eating areas and kitchens		
Weekly	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.		
Monthly	Shipments of food checked for pests and evidence of contamination.		
Daily	Food dated, sealed, and stored properly.		
Daily	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			
Daily	Garbage disposal is completed daily.		
Daily	Garbage container lid is closed to prevent animals and insects from accessing refuse.		
Weekly	Facility garbage is picked up on a regular basis.		
Monthly	Garbage containers are cleaned.		
Building Maintenance - Exterior			
Semi-annually	Check that gutters are in place and working properly.		
Semi-annually	Building diverts are in place and channels water flow away from foundation.		
Weekly	Examine facility for pests to locate any signs of infestation or access.		
Building Maintenance - Exterior Doors and Windows			
Semi-annually	Check the building windows and door screens to ensure that there are no holes.		
Semi-annually	Check the building doors to ensure they seal and keep pests outside.		

Monthly Pest Control Tasks			
Frequency	Task	Date	Initials
Food Protection			
Monthly	Shipments of food checked for pests and evidence of contamination.		
Sanitation			
Monthly	Garbage containers are cleaned.		

Semi-Annual (every 6 months) Pest Control Tasks			
Frequency	Task	Date	Initials
Building Maintenance- Exterior			
Semi-annually	Check that gutters are in place and working properly.		
Semi-annually	Building diverts in place and channels water flow away from foundation.		
Semi-annually	Examine facility for pests to locate any signs of infestation or access.		
Building Maintenance - Exterior Doors and Windows			
Semi-annually	Check the building windows and door screens to ensure that there are no holes.		
Semi-annually	Check the building doors to be sure they seal and keep pests outside.		
Building Maintenance - Exterior Cracks & Holes Sealed			
Semi-annually	Check building entry points for utilities inside and outside to be sure they are sealed and not an access for pests.		
Semi-annually	Check building entry points for utilities inside and outside to be sure they are sealed and not an access for pests.		
Semi-annually	Check building pipes inside and outside to be sure they are sealed and not an access for pests.		
Semi-annually	Check building pipes inside and outside to be sure they are sealed and not an access for pests.		

Weekly Pest Control Tasks			
Week	Task	Date	Initials
Food Protection			
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.		
Sanitation			
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.		
Building Maintenance- Exterior Cracks & Holes			
Week 1	Examine facility for pests.		
Week 2	Examine facility for pests.		
Week 3	Examine facility for pests.		
Week 4	Examine facility for pests.		

Daily Pest Control Tasks			
Year: _____ Month: _____ Day: _____			
Task	Date	Initials	
Food Protection			
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			
Garbage disposal is completed daily.			
Garbage container lid is closed to prevent animals and insects from accessing refuse.			