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| **Essential Elements of Effective IPM**  (per HUD May 27, 2007 Guidance) | **Status at Development**  (checkmark all that are present) | **Comment on Existing Strategies and Deficiencies; Make Recommendations** |
| 1. **Communicate Policies**   Communicate ownership/ management’s IPM policies and procedures to:   * All building occupants * Administrative staff * Maintenance personnel * Contractors. | * Written pest control policy in place. * Policy communicated to:   + Staff.   + Resident services.   + Maintenance staff.   + Renovation/rehabilitation staff/contractors.   + Pest control services. * Policy communicated to residents. |  |
| 1. **Identify Problem Pests**   Identify pests and environmental conditions that limit the spread of pests. | * Policy described strategy to address pests:   + Rats.   + Mice.   + Cockroaches.   + Bedbugs.   + Other pests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Policy described strategy to address environmental conditions:   + Water damage and effective cleanup.   + Housekeeping and maintenance within the apartment units. |  |
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| 1. **Monitor and Track**   Establish an ongoing monitoring and record keeping system for:   * Regular sampling and assessment of pests * Surveillance techniques * Remedial actions taken * Assessment of program effectiveness. | * Pest control complaints:   + Maintained accurate, up-to-date, and accessible tracking reports maintained.   + Recorded in electronic format.   + Analyzed regularly for timeliness, recurrent problems and other trends.   + Action taken based on analysis of complaints. * Ongoing and regular monitoring of trash handling areas and common areas:   + Visual monitoring.   + Glue trap monitoring. * Ongoing and regular inspection of exterior areas. * Result of visual monitoring and glue trap monitoring recorded and tracked. * Annual inspection of each resident for housekeeping and maintenance concerns. * Annual summary of results of complaint and monitoring analysis. |  |
| **4.** **Set Thresholds for Action**  Determine, with involvement of residents:   * Pest population levels – by species – that will be tolerated * Thresholds at which pest populations warrant action. | * Zero tolerance set for priority pests: rats, mice, cockroaches, and bedbugs. * Residents and staff aware of zero tolerance policy. * Tolerances set for other pests such as ants and spiders. |  |

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| **5.** **Improve Non-Pesticide Methods**  Improve:   * Mechanical pest management methods * Sanitation * Waste management * Natural control agents. | * Regular and ongoing cleaning of [*Frequency]*   + Interior trash handling areas [\_\_\_\_\_\_\_\_\_]   + Exterior trash handling areas [\_\_\_\_\_\_\_\_\_]   + Laundry rooms [\_\_\_\_\_\_\_\_\_]   + Storage areas [\_\_\_\_\_\_\_\_\_] * Regular removal of interior trash [\_\_\_\_\_\_\_\_\_] * Confirm dumpsters   + Are of adequate size   + Are in good repair   + Have tightly fitting lids   + Are located at least 25 feet from building * Show no signs of overflow problems. |  |
| **6.**  **Prevent Pest Entry and Movement**   * Monitor and maintain structures and grounds including   + Sealing cracks   + Eliminating moisture intrusion and accumulation * Add physical barriers to pest entry and movement. | * Exterior holes greater than ¼” sealed. * Cracks in walls, foundation and floor sealed. * Sewer traps filled with water. * Screens in place on opened windows and doors in warm weather. * Door sweeps in good working condition. * Materials damaged by water quickly repaired or replaced. * Cause of water damage corrected. |  |
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| **7.** **Educate Residents and Update Leases**   * Develop an outreach/educational program * Ensure that leases reflect residents’ responsibilities for:   + Proper housekeeping   + Reporting presence of pests, leaks, and mold. | * Resident leases set specific requirements for:   + Housekeeping, sanitation, and trash storage.   + Reporting of pests, leaks, and mold. * Educational materials on pest control and pesticide use provided to residents. * New residents expressly told that they are responsible for proper housekeeping and reporting presence of pests, leaks, and mold. * Units inspected within one month after moving in. * Residents regularly reminded of responsibilities. * Resident told to notify resident services before using any pesticides spray or fogger. |  |
| **8.** **Enforce Lease**  Enforce lease provisions regarding resident responsibilities such as:   * Housekeeping * Sanitation * Trash removal and storage. | * Pest control services and maintenance alerting resident services to housekeeping, sanitation and trash problems on an identified, established schedule. * Resident services addressing residents with housekeeping problems through education. * Residents with ongoing or unresolved housekeeping, sanitation or trash problems addressed through enforcement of lease. |  |
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| **9.**  **Use Pesticides Only When Necessary**  Use pesticides only when necessary, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment, and, as appropriate, notifying PHA management before application. | * Snap traps used for mice. * Rodenticides only used in tamper-resistant plastic boxes. * No sprays or foggers used by staff, contractors, or residents without written, advance approval of property manager. * Boric acid and baits used at unit turnover. |  |
| **10.** **Post Signs**  Provide and post ‘Pesticide Use Notification’ signs or other warnings. | * Program in place to notify residents and staff of pesticide use. * Signs used to notify residents and staff in advance of pesticide application (if for other than bait stations). * Residents notified after units treated. * Residents notified after common areas treated. |  |
| **11.** **Summary** | * How many of the ten Essential Elements of Effective IPM listed in this chart are:   - Fully addressed? \_\_\_\_\_  - Partially addressed? \_\_\_\_\_  - Missing entirely? \_\_\_\_\_ |  |