

PEST CONTROL INSPECTION CHECKLIST

(Monthly Interior Inspection)

Monthly Interior Inspection

For the Month of, Date

TASK	STATUS
Walk all food storage, prep, and serving areas. Look for droppings (mouse: small, dark, rice-shaped; rat: larger, capsule-shaped), gnaw marks, grease marks along walls, or shredded packaging.	
Inspect under sinks, behind equipment, in cabinet voids, and along baseboards for cockroach activity: live insects, egg cases (oothecae), shed skins, or a musty/oily smell.	
Check all floor drains for drain fly activity (small, moth-like flies hovering near drains). Drain flies indicate organic buildup inside the drain.	
Inspect all stored food products for insect activity: Indian meal moths, weevils, or beetles in dry goods. Check expiration dates and packaging integrity.	
Look for signs of ants: trails along walls, countertops, or around entry points. Identify the species if possible — treatment varies by species.	
Inspect restrooms, locker rooms, and break rooms for cockroach and drain fly activity. These moisture-rich areas are common harborage points.	
Check mechanical rooms, utility closets, and electrical panel rooms. Rodents and insects are attracted to warmth and often nest in these undisturbed areas.	
Inspect all bait stations and sticky traps (placed by your pest control provider). Document trap activity: number of catches, species, and location.	
Report any live pest sighting to your pest control provider the same day. Do not attempt to treat with over-the-counter products — incorrect treatment can scatter pests and worsen the problem.	
<i>Additional Task:</i>	

Instructions:

This page is for YOUR team — not your pest control provider. Building staff who walk the facility daily are more likely to spot early pest activity than a provider who visits monthly. Report live sightings the same day. Never use over-the-counter sprays or foggers — they scatter pests into walls and make professional treatment harder.

PEST CONTROL INSPECTION CHECKLIST

(Monthly Exterior Inspection)

Monthly Exterior Inspection

For the Month of, Date

TASK	STATUS
Walk the building perimeter. Check for gaps, cracks, or holes in the foundation, walls, and around utility penetrations. Any opening larger than ¼ inch can admit mice; ½ inch can admit rats.	
Inspect all exterior doors for tight closure, intact weather stripping, and functional door sweeps. Gaps under doors are the #1 rodent entry point.	
Check loading dock doors, roll-up doors, and overhead doors for gaps when closed. Dock seals and bumpers must be intact.	
Inspect all window screens for holes, tears, or poor fit. Missing screens on operable windows allow flying insects direct access.	
Check exterior vent openings (dryer vents, exhaust vents, HVAC intakes) for missing or damaged screens/covers. All vents should have mesh covers.	
Inspect the dumpster and trash area: lids must be closed, plugs intact, and the pad clean. Schedule regular dumpster pad cleanings. Keep dumpsters at least 50 feet from building entrances.	
Check for standing water within 100 feet of the building: clogged gutters, birdbaths, tire ruts, unused equipment holding water. Standing water breeds mosquitoes.	
Trim vegetation, shrubs, and tree branches so they do not contact the building. Dense vegetation against walls provides pest harborage and hidden entry points.	
Inspect exterior bait stations and rodent boxes placed by your pest control provider. Verify they are anchored, tamper-resistant, labeled, and intact.	
Check for bird nesting on the building: ledges, signage, HVAC equipment, canopies. Bird droppings create health hazards and attract secondary pests.	
<i>Additional Task:</i>	

Instructions:

Pests enter from outside. Exterior inspection is the first line of defense. A mouse can enter through a gap as small as ¼ inch (the width of a pencil). A rat needs only ½ inch. Focus on doors, utility penetrations, and the foundation perimeter. Standing water within 100 feet of the building is a mosquito breeding source — eliminate it.

PEST CONTROL INSPECTION CHECKLIST

(Quarterly Exclusion & Structural Audit)

Quarterly Exclusion & Structural Audit

from to

TASK	1ST	2ND	3RD	4TH
Conduct a full “building envelope” walk with your maintenance lead and pest provider. Document every gap, crack, or opening larger than ¼ inch.				
Inspect all pipe, conduit, and wire penetrations through exterior walls. Seal gaps with steel wool and caulk, expanding foam, or copper mesh.				
Check all floor-to-wall junctions, especially in kitchens, storage rooms, and restrooms. Gaps behind equipment allow hidden pest movement.				
Inspect the roof for openings: uncapped plumbing vents, damaged flashing, gaps around rooftop equipment, and open soffits.				
Verify that all exterior doors have functional self-closing mechanisms. Doors propped open for deliveries, trash, or air circulation negate all other exclusion efforts.				
Check interior walls and ceilings for holes or gaps that connect to voids, attics, or wall cavities. Patch and seal.				
Inspect drop ceilings and ceiling tile areas above food storage and prep. Rodents and insects travel through ceiling voids undetected.				
Review the pest control provider's last quarterly service report. Confirm all recommendations from the previous visit have been addressed.				
Schedule repairs for the most critical gaps and entry points within 7 days. Exclusion is the single most effective long-term pest prevention measure.				
<i>Additional Task:</i>				

Instructions:

Exclusion — physically sealing pests out of the building — is the single most effective long-term pest prevention strategy. It reduces reliance on chemical treatments and addresses the root cause. Walk the building with your pest provider quarterly and repair critical gaps within 7 days. Doors propped open for deliveries undo everything else on this list.

PEST CONTROL INSPECTION CHECKLIST

(Sanitation & Storage Practices)

Sanitation & Storage Practices

from to

TASK	1ST	2ND	3RD	4TH
Inspect all dry food storage: products must be stored off the floor (minimum 6 inches per FDA Food Code), away from walls, and in sealed containers or original packaging.				
Check for FIFO (First In, First Out) rotation. Older products pushed to the back attract stored-product insects.				
Verify that all open food containers are sealed with tight-fitting lids. Open bags, torn packaging, and uncovered containers attract rodents and insects.				
Inspect cleaning chemical storage. Chemicals must be stored separately from food per FDA requirements. Improperly stored chemicals can repel pests from treatment areas.				
Check trash handling practices: all interior trash cans should have tight-fitting, foot-pedal lids. Cans must be emptied before overflowing and liners replaced.				
Inspect grease trap maintenance records. Unmaintained grease traps attract cockroaches and drain flies.				
Verify that floor drains are being cleaned regularly. Organic buildup in drains is the primary breeding site for drain flies and a food source for cockroaches.				
Check employee break rooms and lockers. Personal food items left in open containers or overflowing trash attract pests.				
Confirm that all staff know the procedure for reporting pest sightings: who to tell, what to document, and what NOT to do (no unauthorized spraying).				
<i>Additional Task:</i>				

Instructions:

Every pest needs food, water, and shelter. Sanitation eliminates the first two. Stored-product insects (moths, weevils) come IN with deliveries – inspect incoming dry goods. Floor drains are the #1 breeding site for drain flies. Grease traps attract cockroaches. If your facility has recurring pest activity, sanitation is almost always part of the root cause.

PEST CONTROL INSPECTION CHECKLIST

(Pest Provider Service Verification)

Pest Provider Service Verification

from to

TASK	1ST	2ND	3RD	4TH
Verify your pest control provider holds a current, valid state pesticide applicator license. Ask for proof at least annually.				
Confirm the provider follows an Integrated Pest Management (IPM) approach: inspection, identification, exclusion, sanitation, and targeted treatment as a last resort.				
Review the provider's written service report after every visit. It should include: areas inspected, pest activity found, treatments applied (with product names and amounts), and recommendations.				
Verify that all bait stations are labeled with the provider's name, product used, contact number, and date of last service.				
Confirm that all pesticide applications are documented with Safety Data Sheets (SDS) available on-site.				
Review the provider's recommended service frequency: food service areas should be serviced monthly at minimum. General commercial spaces quarterly.				
Discuss any recurring pest activity that hasn't been resolved. If the same problem persists for 2+ service cycles, the approach needs to change.				
Confirm your provider inspects and replaces bait stations and sticky traps on a defined schedule — not just when called.				
<i>Additional Task:</i>				

Instructions:

Your pest control provider works for you — hold them accountable. Every visit should produce a written service report with specific findings, not a generic “all clear.” If the same problem persists for 2+ service cycles, the treatment approach needs to change. Verify the provider's license annually. Health inspectors may ask to see it.

PEST CONTROL INSPECTION CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a pest sighting log: date, time, location, pest type (or description), who reported it, and action taken.	
File all pest control provider service reports in chronological order. Keep the complete binder on-site and accessible for health inspectors.	
Keep copies of the provider's state license, insurance certificate, and all Safety Data Sheets (SDS) for products used on your property.	
Document all exclusion repairs: date, location, type of repair, and materials used.	
Record all sanitation corrective actions (e.g., drain cleaning schedule changes, storage reorganization, trash protocol updates).	
Keep a map of all bait station and trap placements — your provider should supply this.	
Track pest activity trends: if you're seeing the same pest in the same area repeatedly, the root cause hasn't been addressed.	
Retain all pest control records for a minimum of 2 years (or per your local health department requirement). Health inspectors check these at every visit.	
<i>Additional Task:</i>	

Instructions:

Health inspectors check pest control records at every visit. The records they want to see: provider service reports, pest sighting log, SDS binder, provider's license, and bait station map. Missing or incomplete records are treated the same as missing pest control. Track pest activity trends — if you see the same pest in the same place repeatedly, the root cause hasn't been fixed.