Integrated Pest Management For Schools & Licensed Daycares

- **Industry:** Public and private schools (kindergarten through twelfth grade) and licensed day care centers
- **Version / date:** November 11, 2026
- **Prepared by:** Prudential Pest Management, LLC
- **How to use this document:** This is the company's default verifiable IPM program for a school or licensed day care building. Complete the site-specific blanks (building name and address, use, pest history, layout and map, named building manager, monitoring method, and thresholds). Your service agreement sets the actual schedule and the services that are included. This document does not add coverage or change that agreement. A copy of this program must be located at the building. A printed copy meets this. An electronic copy, including the Virtual Logbook, meets it only if facility staff can open the complete program at the building at any time, including during an unannounced MDARD inspection or a parent's request to review it, without a Prudential technician present. Keep a printed copy as the backup.
- **Pests typically in scope:** ants (including pavement ants and carpenter ants); German and Oriental cockroaches; house mice; flies and gnats, including drain flies; occasional invaders; stinging insects (wasps, hornets, and, when a stinging-insect service is on the account, honey bees and bumble bees)
- **Pests typically out of scope (may be available as a separate service under its own agreement):** termites and other wood-destroying insects; bed bugs; nuisance wildlife such as raccoons, squirrels, and bats. Birds are not covered by this program. Our applicators are MDARD-certified in categories 7A General Pest Management, 7B Wood Destroying Pest Management, and 7F Mosquito Management. Wildlife work is done under Michigan DNR Wildlife Damage and Nuisance Control Permit #GC225. Head lice are not treated with insecticides at the school or day care; parents should be given information on control on the person and on shared garments.

A licensed child-care center inside a church or other building uses this program for that portion of the building. In-home child care in a private residence is not a "day care center" under Michigan pesticide law and does not use this program.

Facility name: _____

Building address: _____

Named building manager / contact: _____

Phone / email: _____

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Introduction

Integrated Pest Management (IPM) is a pest management system that uses all suitable techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. An emphasis is placed on changing the pest's environment so that it will not support a pest population.

This program is a decision process: inspect, identify, compare findings with the action thresholds, correct conditions, exclude, monitor, treat only if the plan and the label call for it, record, and follow up.

Two Michigan laws, the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 83, Pesticide Control, and Regulation 637, Pesticide Use, require that certain conditions must be met before a pesticide application (other than sanitizers, germicides, disinfectants, or antimicrobial agents) is made in schools, day care facilities, public buildings, or health care facilities:

1. The pesticide applicator must have been trained under an MDARD-approved IPM program.
2. There must be a verifiable IPM program in place for the building.

ONLY QUALIFIED INDIVIDUALS MAY APPLY PESTICIDES AT THIS FACILITY.

PLEASE READ THIS PROGRAM CAREFULLY AND FOLLOW THE APPROPRIATE PROCEDURES BEFORE MAKING ANY PESTICIDE APPLICATIONS AT THIS FACILITY.

Violations of Michigan's pesticide law (Part 83 of Act 451) may result in administrative fines of up to $1,000 per violation, and a violation is a misdemeanor punishable by up to 90 days' imprisonment, a fine of up to $5,000, or both, for each offense (MCL 324.8333). MDARD is the enforcing agency and may conduct unannounced inspections.

This IPM program is intended to help reduce pest problems and to reduce the need for chemical pesticide applications. It is intended to satisfy the requirement of having an IPM program in place for the building. If there are multiple buildings, the program will include a site description and evaluation for EACH building. In accordance with Act 451, Part 83, Section 8316(1), a person shall not apply a pesticide in a school or day care center unless the school or day care center has an integrated pest management program in place for the building. MDARD interprets the Act to require that a verifiable copy of the IPM program be located at the school or day care, whether a physical or electronic copy, and that it be available for use and review by facility staff, parents or guardians, or MDARD as needed or requested. A printed copy meets this. An electronic copy, including the Virtual Logbook, meets it only if facility staff can open the complete program at the building at any time, including during an unannounced MDARD inspection or a parent's request to review it, without a Prudential technician present. Keep a printed copy as the backup.

Acronyms used in this program

- IPM — Integrated Pest Management
- EPA — Environmental Protection Agency
- MDARD — Michigan Department of Agriculture and Rural Development
- PA — Public Act
- SDS — Safety Data Sheet
- RTU — Ready-to-use

Key Terms

Building manager: A person who is designated as being responsible for the building's pest management program and to whom any reporting and notification shall be made.

Certified applicator: A person authorized to use and supervise the use of a restricted-use pesticide. You must receive a passing score on one or more certification exams administered by MDARD to become a certified applicator.

Commercial applicator: A person who is not a private agricultural applicator and who is required to be a registered technician or certified applicator, or who uses or supervises the use of restricted-use pesticides, or who holds themselves out to the public as being in the business of applying pesticides. Note: MCL 324.8314 requires a person who applies a pesticide for a commercial purpose or in the course of employment to be a certified or registered applicator. A person who is not subject to commercial licensing may apply a general-use ready-to-use pesticide without certification or registration.

Commercial building: "any building or portion thereof which is not a private residence where a business is located and which is frequented by the public." (R 285.637.1(d).)

Concentration: The volume of pesticide formulation and the volume of carrier used to create an end-use dilution.

Day care center: "Day care center" means a facility, other than a private residence, receiving 1 or more preschool or school-age children for care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child, and which is licensed as a child care organization by the department of human services under 1973 PA 116, MCL 722.111 to 722.128. (MCL 324.8303(1). The quoted definition uses "department of human services," the wording that appears in the current statute.)

General-use pesticide: A pesticide that may be purchased by an individual who is not required to be a certified applicator.

Health care facility: "Health care facility" means a facility which is not a private home and at which people may stay 1 or more nights and receive medical care, such as a hospital or nursing home. (R 285.637.1(j).)

Integrated pest management: A pest management approach that uses all suitable techniques in a total management system to prevent pests from reaching unacceptable levels or to reduce existing populations to acceptable levels.

Pest: An insect, rodent, nematode, fungus, weed, or other form of terrestrial or aquatic plant or animal life, or virus, bacteria, or other microorganism, or any other organism that the director of MDARD declares to be a pest, except viruses, fungi, bacteria, nematodes, or other microorganisms in or on living animals.

Pesticide: A substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant. This includes many products sold for home or garden use, including combination fertilizer-and-weed products.

Public building: "Public building" means a building that is owned or operated by a federal, state, or local government, including public universities. (MCL 324.8305(11).)

Ready-to-use pesticide: A pesticide which is applied directly from its original container consistent with label directions, such as an aerosol insecticide or a rodent bait pack, which does not require mixing or

loading prior to application. Granular fertilizer-and-weed products applied with rotary or drop spreaders are not ready-to-use, and for nearly all non-agricultural work an applicator using them must be certified.

Registered applicator: A classification of applicators authorized to apply general-use pesticides for a commercial or private purpose as a scheduled and required work assignment.

School: "School" means public and private schools, grades kindergarten through the twelfth grade. (R 285.637.2(g).)

Threshold level: The level of pest numbers or pest infestation that can be tolerated.

Administration of the IPM Program

Regulations

Laws concerning pesticide use in schools, day care centers, public buildings, and health care facilities can be found in:

- Public Act 451 of 1994, Part 83, Pesticide Control
- Regulation 636, Pesticide Applicators
- Regulation 637, Pesticide Use

These laws can be downloaded from MDARD's website at www.michigan.gov/mdard or www.michigan.gov/mdardpest, or you may contact MDARD at 800-292-3939.

Communication — Pest Sighting Log

Proper implementation of an IPM program requires careful administration. The building manager and administrative staff must communicate with the pesticide applicator so the program is fully carried out. A pest sighting log and the service records will be used as part of that communication. The building manager will ensure that pest sightings are recorded in the log. The company's inspection report and record forms are kept with the program. Service records are kept in GorillaDesk. Copies of the sighting log and service records are available in the GorillaDesk customer portal and the Virtual Logbook. The portal is a delivery channel, not the official record. Prudential keeps its official application records at its place of business, as Michigan rules require.

Applicator Credentials and Certifications

A person who applies a pesticide (other than a sanitizer, germicide, disinfectant, or antimicrobial agent) in a school, day care center, public building, or health care facility MUST have completed IPM training approved by MDARD. Approved routes are listed on MDARD's current IPM training page (self-study of the MDARD IPM Training Manual with a verification form sent to MDARD; an MDARD-approved training session or employer program; or other routes MDARD lists, such as the approved virtual module). IPM training credentials do not expire, so the training only needs to occur once. Keep the certificate on file.

Outside contractors who apply pesticides at this facility, other than a sanitizer, germicide, disinfectant, or antimicrobial agent, must be licensed and certified. Business license information can be verified on

MDARD's website or by calling 800-292-3939.

Persons who are employees of this facility and who have obtained their IPM training certificate may use a general-use ready-to-use product, in compliance with Michigan rules, without being certified or registered. Whenever possible, pesticide applications should be made by the person responsible for pest control at this facility or by a licensed and certified professional applicator.

Persons who use a pesticide product at this facility which is not ready-to-use, other than a sanitizer, germicide, disinfectant, or antimicrobial agent, must be a commercially certified or registered pesticide applicator. Examples include mixing and applying from a compressed-air or backpack sprayer, and applying granular fertilizer-and-weed products from a spreader.

Pesticide Applications and Personal Protective Equipment

Pesticide applications for non-emergency situations shall only be made by an applicator who has obtained IPM training and shall be made in accordance with this IPM program. Applications must be consistent with the pesticide label, as required by state and federal law. The applicator shall use personal protective equipment appropriate to the potential exposure and as required by the label. Persons who apply pesticides at this facility, other than general-use ready-to-use pesticides, are commercial pesticide applicators. Minimum personal protective equipment for commercial pesticide applicators includes long pants, protective footwear, gloves that are impervious to the pesticide when contact with the hands is likely, and long-sleeve clothing. Short-sleeve clothing may be worn if soap and water are immediately available and a long-sleeved shirt is not required by the label.

We do not fog occupied rooms or other occupied areas.

Pesticide Application Records

Records shall be maintained on forms provided by the building manager or by the licensed and certified professional pesticide applicator. The company's inspection report and record forms are kept with the program. Records must include at least the following information (combined from Act 451, Part 83, Section 8304(6)(b) and Regulation 636, Rule 15):

1. Site address and the location of the areas or room(s) where pesticides are applied.
2. The date of service.
3. The target pest or pests.
4. An inspection report, including the number of pests found or reported (this information may be found in the sighting log), and the conditions conducive to pest infestation.
5. Pest management recommendations made by the applicator, such as structural or habitat modification.
6. Structural or habitat modifications or other measures initiated as a part of the IPM program.
7. The brand name, EPA registration number, concentration (formulated product plus carrier), and total amount of pesticide(s) used.
8. The name of the applicator.
9. The method and rate of application.

.0. Where applicable, the name of the pest control firm and the emergency telephone number.

The records required above must be provided to the building manager or the manager's authorized representative at the time of the application or, if the building manager has approved electronic delivery in writing before service, made available electronically within 48 hours through the GorillaDesk customer portal. Electronic delivery counts only if the manager can open the complete record within that time. Otherwise, provide it at the visit. Records must be made available to an authorized MDARD representative during normal business hours. Records must be verifiable (printed or electronic).

Service records are kept in GorillaDesk. Copies are available in the GorillaDesk customer portal and the Virtual Logbook. The portal is a delivery channel, not the official record. Prudential keeps its official application records at its place of business, as Michigan rules require.

Michigan Regulation 636, Rule 15 requires commercial records to be kept at least one year for general-use products and at least three years for restricted-use pesticide applications.

The applicator shall also give the building manager a copy of this IPM program and the initial service inspection record, and shall obtain the building manager's acceptance of the duty to post all required signs.

Copies of current labels and safety data sheets for products used, or anticipated to be used, are available in the Virtual Logbook.

Pesticide Use In and Around Schools & Day Care Centers

This section contains information regarding parental notification and applications of pesticides made in and around public or private school or day care property. The primary administrator of the school or day care center, or a designee, gives the annual notice, the advance notice, and the after-the-fact emergency notice (MCL 324.8316(2), (5)). Prudential does not send them.

Prudential's part is to tell the building manager about any planned non-bait, non-gel application early enough for the facility to give its notices; to supply the target pest, location, and date; and to notify the building manager of reentry restrictions (MCL 324.8316(6); R 285.637.15(3)).

Where possible, the school or day care should use MDARD's notice templates from the Compliance Assistance Library and the Schools and Day Cares page. Annual notice templates are available in English and Spanish. Advance-notice templates are available in English, Spanish, and a combined English-Spanish version. Those MDARD forms are linked, not reproduced here, because MDARD's annual template includes a sentence we do not use in Prudential-published copy. The drafts later in this program are for Prudential-hosted pages. Counsel should review them before use.

1. Annual Notification to Parents / Guardians

The primary administrator of the school or day care center, or a designee, shall provide written notification to parents or guardians of children attending that school or day care, not more than 30 days after the beginning of the school year, or for day care centers, in September of each year, that they will receive notification before any pesticide application, other than a bait or gel formulation, is made to the property.

The annual notification shall be in writing and shall specify two methods by which advance notice of a pesticide application will be given at least 48 hours before the application. The first method shall be by posting at the primary points of entry to the school or day care center. The second method shall be at least one of the following:

- Posting in a public, common area of the school or day care center, other than an entrance.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian, or a message is recorded on an answering machine.
- Providing the students or children with a written notice to be delivered to their parents or guardians.
- Posting on the school's or day care center's website (MCL 324.8316(3)(b)(v)). It must be the school's or day care center's own website. Posting on Prudential's Virtual Logbook does not satisfy that method.

The annual notice shall state that, in addition to those methods, parents or guardians are entitled to receive the notice by first-class U.S. mail postmarked at least three days before the application, if they so request, and how to make that request.

For a school, the notice shall state that parents and guardians may review the school's IPM program and records of any pesticide applications. For a school, the notice shall also provide the name, telephone number, and, if applicable, email address of the person at the school building responsible for pesticide application procedures.

The notice shall state that in an emergency, such as stinging insects, a pesticide may be applied without prior notice, but that notification will be provided after the emergency application occurs.

During months when school is not in regular session, school administrators may use a message notification system that parents or guardians may access at least one day before any pesticide application, if parents or guardians are told how to obtain the information (Regulation 637, Rule 15).

A sample annual notification (Draft A) is included in this program, for the school or day care administrator to issue.

2. Advance Notice of Pesticide Use

As stated in the annual notification, the Advance Notice of Pesticide Use must be delivered at least 48 hours before the anticipated treatment (or postmarked at least three days before the treatment for those who request notice by first-class mail), in the manner described in the annual notice, even during vacations or holidays.

The advance notice shall contain:

- A statement that a pesticide is expected to be applied.
- The target pest or pests.
- The approximate location of the application.
- The date of the application.

- The name, telephone number, and, if available, email address of a contact person at the school or day care center responsible for maintaining records of pest infestation and pesticide application.
- A toll-free telephone number for a national pesticide information center recognized by MDARD, and a telephone number for pesticide information from MDARD. The National Pesticide Information Center number commonly used is 800-858-7378 (www.npic.orst.edu). MDARD is 800-292-3939 (www.michigan.gov/mdard).

A sample advance notice (Draft B) and a sample emergency notice (Draft C) are included in this program, for the school or day care administrator to issue.

3. Restrictions Pertaining to Pesticide Applications at Schools and Day Care Centers

As required by Act 451, Part 83, Section 8316 and Regulation 637, Rule 15:

- Liquid spray or aerosol insecticide applications shall not be made in a room of a school building or day care center building unless the room will be unoccupied by students or children for not less than 4 hours after the application or unless the product label requires a longer reentry period. The building manager shall be notified of the reentry restrictions by the applicator. (MCL 324.8316(6).) That 4-hour unoccupied rule applies to day care rooms as well as school rooms.
- Outdoor ornamental and turf applications of liquid spray pesticides are not made on school grounds within 100 feet of occupied classroom buildings during normal school class hours or when persons are using the treatment area (R 285.637.15(2)). That 100-foot rule applies to school grounds. It is not a stated legal requirement for day care centers.
- The pesticide applicator shall notify the building manager of any reentry periods required by the product label.

Baits and gels placed in cracks, crevices, voids, or stations are preferred indoors when they will control the pest, because they put the product where the pest lives. Bait and gel formulations are not subject to the parent advance-notice requirement. Any other application requires the facility's notices.

IPM Program Evaluation

The IPM program shall be evaluated on a continual basis, and at least once a year with the building manager, to determine the program's effectiveness and the need for modification. The evaluation should use the initial site evaluation, inspection and monitoring records, sighting logs, and application records. Questions to consider include: Are pest populations below action thresholds? Have objectives been met? Is monitoring adequate? Should other action be taken? What problems have been identified, and what changes are necessary? If the evaluation does not show improvement or continuation of an acceptable pest level, the program should be revised.

Posting

When making an application of pesticides, other than a general-use ready-to-use pesticide, a commercial applicator shall place the appropriate signs or markers at the primary point or points of entry. It is the responsibility of the building manager (or a designated representative) to ensure that the appropriate signs are posted.

Indoor insecticide applications. For a school or day care center, the facility posts the advance notice of pesticide use at the primary point or points of entry, as described in the Annual Notification and Advance Notice sections above. MDARD allows that advance notice to take the place of the Regulation 637, Rule 11 "house in a cloud" sign at schools and day cares.

Ornamental or turf applications. The primary point or points of entry to the treated area must be posted immediately after the treatment, in compliance with Regulation 637, Rule 11. Signs shall be at least 4 inches high by 5 inches wide, of rigid, weather-resistant material, and shall depict an adult and child walking a dog on a leash, with a diagonal line showing that this action is prohibited, and the other statements the rule requires. Postings shall remain at least 24 hours. This program does not reproduce the required marker wording.

Pest Management Strategy and Pest Biology

Strategy

This IPM program uses available methods to control pests, including sanitation, exclusion, reservoir reduction, harborage reduction, and population reduction:

1. **Sanitation** refers to a reduction of the food and water resources that attract pests.
2. **Exclusion** refers to the use of caulk, mortar, screens, or similar materials that can reduce or stop the entry of pests into the building.
3. **Reservoir reduction** refers to techniques such as moving a dumpster away from the building so that pests attracted to the dumpster are not brought close to the building.
4. **Harborage reduction** refers to removing habitat that provides a home (or harborage) to pests. For example, cleaning old equipment from a storage room will reduce harborage for mice. Mowing grass around a building will reduce cover for pests.
5. **Population reduction** refers to mechanical traps, repellents, or pesticides used to drive away or kill pests. Chemical or biological pesticides may be used to reduce pest populations when the threshold has been reached and the label allows the site. We use a least-risk-first order: non-chemical methods first; then targeted baits, gels, and dusts in cracks, crevices, voids, or stations where labeled; then limited labeled applications (for example, crack-and-crevice or spot treatments, or outdoor applications where the label lists the site). We do not fog occupied rooms.

Each scheduled visit includes inspection and monitoring of the agreed areas even when no pests have been reported. Any treatment follows these tiers and the label. We do not name products in this program. Current labels and safety data sheets are in the Virtual Logbook library.

Impact on Human Health and the Environment

When considering methods for pest control, the building manager and the applicator shall consider the impact on human health and the environment, including people with special sensitivities to pesticides. The method shall be effective against the pest while reducing unnecessary exposure to people, property, and the environment. When a pesticide is used, it is chosen and applied according to the label, taking

into account the label's signal word and directions, how the product is formulated (for example, a bait, gel, dust, or liquid), and how it behaves in the space. The label is the law.

Pest Biology Information

The method used for pest control shall take into consideration the relationship between pest biology and pest management methods, giving due consideration to the impact on human health and the environment. When chemical controls are necessary, products and formulations are selected with consideration of their impact on human health and the environment, including people with special sensitivities to pesticides, consistent with the label and the tiers above.

Identify the pest before choosing a control method. Measures that work for one species of ant or cockroach may not work for another, and some actions taken for ant control can spread the ants if the species is wrong. Confirm identification with keys, a professional applicator, or Michigan State University Extension.

A brief biology of some common pests follows. Additional information can be found in identification references, the MSU General Pest Management certification study manual, or by consulting a professional.

Pavement ants. About 1/16 to 1/10 inch long, with two nodes on the pedicel and a 12-segmented antenna. They trail along baseboards and can move between floors on plumbing lines. They feed on many foods, including grease, crumbs, and pet food, and often enter through cracks in slabs and exterior walls. Sealing those cracks is an effective control. If ants still enter, baits are often effective.

Carpenter ants. Usually dark, about 1/4 to 1/2 inch long, with a slender waist (termite swarmers have a wide waist). They nest in wet wood. Ants indoors may be nesting in the structure or foraging from an outdoor nest. They often forage at night. Follow the ants to see whether they are nesting in the wall or passing through. Baits can be effective. Structural wood damage, if suspected, is evaluated under a separate wood-destroying-insect service.

Cockroaches (general). Sanitation and reduction of harborage are important. Glue boards help detect them. Where they are found, baits are often effective. Crack, crevice, and void treatments may also be used.

German cockroaches. A female may produce many egg cases in her lifetime. They prefer dark, warm, humid harborage where they can fit closely, especially in kitchens and food areas.

Oriental cockroaches. About 1 to 1 1/4 inches, dark brown to black, with non-functional wings. They prefer moisture, such as leaky pipes, basements, or crawlspaces, and may live outdoors in summer and move indoors in cold weather.

Mice. Mice may enter buildings for shelter. They can enter a gap larger than 1/4 inch. Exclusion and reservoir reduction are effective: keep weedy areas mowed, move dumpsters away from the building, remove debris, and use screens, caulk, and door sweeps. Use metal, concrete, or hardware cloth for durable proofing. Foam alone is not rodent-proofing. To remove mice already in the building, mechanical methods such as traps or glue boards are preferred. Baits can be useful but should be used only with extreme caution and should never be used in areas accessible to students.

Head lice. Head lice generally do not survive more than a few hours away from a host. Insecticidal treatments to the school or day care are generally not effective and should not be done. Parents should be informed about the biology and about control measures on the person and on garments such as hats that may be shared.

Flies and gnats. There are many types. Identification is important. Sanitation and screens are the first controls. Keep garbage containers closed and at a practical distance from doors. Insecticides may be used to reduce large numbers of adult flies, but sanitation is the preferred means of control.

Drain flies (moth flies). These breed in the wet film inside drains, unused fixtures, and similar organic water, usually close to where adults are seen. Find and clean the breeding site. Treating adults on a wall does not fix the drain.

Stinging insects (wasps, hornets, yellow jackets, and similar). Keep students and staff away from the nest when possible. An emergency application may be needed, with parent notice after the fact. Honey bees and bumble bees are handled under a stinging-insect service when that service is on the account, following the label.

Fall invaders (including cluster flies, Asian lady beetles, and boxelder bugs). They gather on sunny walls in autumn and move into voids. Indoor insects that entered in the fall are typically vacuumed. The lasting work is sealing in late summer.

Other pests. Other pests may occur. In all cases, the relationship between the pest's biology and the control method must be considered. Bed bugs, termites and other wood-destroying insects, and wildlife are available as a separate service and are not part of this program's routine scope. A single bed bug found in a school is a collect, identify, inspect, and notify situation, not a reason for building-wide treatment.

Examples and Forms

Site Evaluation

Complete the Site Evaluation page for this building. Layout and fields follow the company's site-evaluation form.

Site evaluation is a vital step in establishing the condition of the facility as it relates to pest management. The following four basic elements are required by law in a site evaluation:

Site Description — This is a description of each building that helps to identify areas of current or potential pest problems. The site description is updated periodically to reflect repairs, remodeling and other site changes. A site description should include:

- Building name and address

- Purpose or use of the building

- History of the building's pest problems

- The building layout and features such as: floor plan, number of floors, kitchen facilities, boiler rooms, overall conditions, neighboring property, etc. (**see map**)

Site Inspection — The IPM mandate in Michigan requires the applicator to first conduct an initial service inspection that can serve as the starting point for the IPM program. Inspect both the interior and exterior of the building for activity and conditions conducive to pests. Ongoing inspections (often monthly) allow you to detect newly-arrived pests and begin controlling them before they become a serious problem. The inspection should focus on vulnerable areas of the facility such as kitchens, lounges, concession areas, cafeterias, custodian closets, pools, locker rooms, and rooms where food, water and clutter are present. During inspections, ask facility occupants if they have seen pests or evidence of pests. Facility occupants can assist in the inspection by reporting and recording in the IPM logbook (see pest log) any pest activity. (**For inspection details see initial report**)

Site Monitoring — This is the process of watching for increases or decreases in pest activity. The default monitoring method for this program is the **active method**: regularly scheduled visual inspections by the applicator. Inspections involve the use of traps and looking for pest signs, such as droppings, chewing, pest hairs, and insect eggs. Facility staff still record sightings in the pest sighting log, which the technician reviews at each visit.

Concept of Threshold Level — The concept of threshold levels is a key component of conducting a proper site evaluation. A threshold level is the level of pest infestation that can be tolerated by the occupants. It varies depending on the site, the pest, and the occupants of the facility. A few ants in a boiler room would be tolerated more easily than the same number of ants in a kitchen area. Similarly, a few ants might receive less attention than a few cockroaches would. The pest control operator must understand this concept and be able to communicate it to the facility manager. When a pest population exceeds the threshold level, then actions should be taken to control the pests. Each facility may have a different action threshold level, which can change from facility to facility, and even from month to month. Under the threshold level concept, the applicator should be able to decide when to take action and what method will be employed, or whether they should just continue to monitor the pest level. Different levels of pests may require different IPM pest control methods.

Action Threshold Levels

The default thresholds for this program are the company's standard action threshold levels, as documented on the company's Site Evaluation page. Complete that page for this building. Those levels are decision rules for when we act. They are not a promise that the building will be without pests.

Date thresholds adopted or last reviewed: _____

Building manager initials: _____

Recommended monitoring by area

These are typical recommendations from the company's school program. Your service agreement sets the actual schedule. "Often monthly" inspections on the Site Evaluation page are a recommendation, not a promise.

Routine monitoring and inspection is done by Prudential using the active method. Facility staff still record sightings in the pest sighting log.

- **Kitchens, break rooms, cafeteria, and food storage.** Visual inspection with particular emphasis on cockroaches and rodents. Look for droppings, gnawing, harborage, or unsanitary conditions. Glue boards and mechanical traps may be used. Recommended to monitor on a monthly basis. Staff should always watch for pest activity and record it in the pest sighting log.
- **Bathrooms, locker rooms, store rooms, closets, and hallways.** Visual inspection. Bathrooms and locker rooms may attract cockroaches. Look for droppings or egg cases. Glue boards may be used. Recommended to monitor on a monthly basis.
- **Classrooms.** Visual inspection by the technician on the scheduled visit. Staff also watch for activity and record issues in the pest sighting log.
- **Boiler room and maintenance area.** Visual inspection. Monitor for rodents and insects with glue boards or traps. Recommended to monitor on a monthly basis.
- **Exterior areas.** Monitor periodically. Look for entry points into the building and for areas that can serve as a reservoir for pests, such as weedy areas or accumulations of debris.

Monitoring devices, where used, are mapped and numbered in the Virtual Logbook (**see map**).

The company's inspection report and record forms (including the initial inspection report, pest sighting report, pest monitoring form, and pesticide recordkeeping form) are kept with the program.

Building-manager acknowledgment

I have received a copy of this IPM program and the initial inspection record. I accept the responsibility to post all required signs.

Building manager name: _____ Signature: _____ Date: _____

Applicator name: _____ Signature: _____ Date: _____

DRAFT A — Annual Notice (for the school or day-care administrator to issue)

[School / Day Care Name] — Annual Notice of Pesticide Applications, [School Year]

Dear Parent or Guardian:

Michigan law (MCL 324.8316) requires [School / Day Care Name] to tell you each year how you will be told before a pesticide is applied at our [school / day care center]. [Name] uses an integrated pest

management (IPM) program that relies on inspection, monitoring, sanitation, and exclusion, and uses pesticides when they are needed.

Advance notice. You will receive notice at least 48 hours before a pesticide, other than a bait or gel formulation, is applied at the [school / day care center]. We will give that notice by two methods:

1. Posting at these entrances: [list the commonly used primary entrances].
2. [Choose one: posting in a public, common area other than an entrance, at _____ / e-mail / a telephone call by which direct contact is made with you, or a message recorded on an answering machine / a written notice sent home with students or children / posting on the [school's / day care center's] website at _____].

Notice by mail. In addition, you are entitled to receive the advance notice by first-class U.S. mail postmarked at least 3 days before the application, if you request it. To request mailed notice, [contact _____ at _____ / return the attached request form to _____].

Emergencies. In an emergency, a pesticide may be applied without advance notice. If that happens, we will promptly notify you after the application by the methods above.

[Schools only] Review of program and records. You may review the school's integrated pest management program and records of pesticide applications. The person at this school building responsible for pesticide application procedures is: Name _____, Telephone _____, E-mail (if applicable) _____.

Sanitizers, germicides, disinfectants, and antimicrobial agents are not covered by these notices.

[Primary administrator or designee], [Title], [Date]

Instructions for the administrator (not part of the notice):

- The notice must be in writing.
- A school sends it within 30 days after the school year begins. A day care center sends it in September.
- Designating the entrances is required (R 285.637.15(4)).
- During months when school is not in regular session, a school administrator may use a message notification system that parents can access at least 1 day before an application, if parents are told how to get the information (R 285.637.15(5)).

DRAFT D — Request for Advance Notice by First-Class Mail

Complete this form ONLY if you are requesting advance notification of a pesticide application, other than a bait or gel formulation, by United States Postal Service first-class mail, postmarked at least three days before the planned treatment. You will still receive notice by the methods identified in the annual advisory.

Submit this form to:

(ENTER SCHOOL OR DAY CARE NAME, ADDRESS, CONTACT PERSON, AND PHONE NUMBER HERE)

I wish to receive prior notice of any pesticide application to the school or day care center by first-class mail.

Parent name: _____

Student / child name: _____

Street address: _____

City, ZIP: _____

Day phone: _____ Evening phone: _____

Please check one:

- [ ] I wish to be notified prior to a scheduled pesticide application inside of the school or day care building.
- [ ] I wish to be notified prior to a scheduled pesticide application on the outside grounds.
- [ ] Both of the above.

Signature: _____ Date: _____

DRAFT B — Advance Notice of Pesticide Application (for the school or day-care administrator to issue)

[School / Day Care Name] — Advance Notice of Pesticide Application

A pesticide is expected to be applied at [School / Day Care Name].

Target pest(s): _____

Approximate location: _____

Date of application: _____

Contact person at the [school / day care center] responsible for maintaining records of pest infestation and pesticide application: Name _____, Telephone _____, E-mail (if available) _____.

For pesticide information: National Pesticide Information Center (toll-free), 1-800-858-7378, npic.orst.edu. Michigan Department of Agriculture and Rural Development (MDARD), 1-800-292-3939.

Posted / sent on: _____ (at least 48 hours before the application), by entrance posting and by [second method]. Mailed copies are postmarked at least 3 days before the application.

DRAFT C — Emergency Pesticide Application Notice (after the fact; for the school or day-care administrator)

[School / Day Care Name] — Notice of Emergency Pesticide Application

A pesticide was applied at [School / Day Care Name] on [date] in an emergency, without advance notice.

Target pest(s): _____ · Approximate location: _____ · Date of application: _____

Contact person at the [school / day care center] responsible for maintaining records of pest infestation and pesticide application: Name _____, Telephone _____, E-mail (if available) _____.

National Pesticide Information Center (toll-free), 1-800-858-7378. MDARD, 1-800-292-3939.

Instructions for the administrator:

- Give the emergency notice promptly, by the same two methods named in the annual notice, and by first-class mail to anyone who requested mail (8316(5)).
- "Emergency" means an occurrence that is not reasonably foreseeable and requires action before the notice time in order to protect health or safety (R 285.637.1(h)).

Confirm labels, notices, and current MDARD rules before use.