

Office Pest Preventative Measures Checklist

This checklist covers important steps for proactive pest prevention in office environments. Routine inspection of pest signs and entry points allows for early intervention before major infestations occur.

- ☐ Examine the office building exterior and seal any gaps or cracks that could allow pest entry.
- ☐ Verify windows, doors, and vents have tight seals and screens to prevent pest access.
- ☐ Check the perimeter for signs of pests like droppings and nests that indicate activity outside the building.
- ☐ Thoroughly inspect all interior office spaces, including storage, kitchens, and common areas, for evidence of pests.
- ☐ Look for gnaw marks, damaged wires, and droppings that signal the presence of pests like rodents and insects.
- ☐ Carefully inspect furnishings for signs of infestation, especially fabric surfaces.
- ☐ Make sure that food and water sources like pantries and sinks are free of debris that attracts pests.
- ☐ Confirm waste disposal areas are clean and garbage cans are properly sealed.
- ☐ Identify and repair water leaks and moisture issues that allow pests to thrive.
- ☐ Maintain cleanliness in all areas by immediately removing food spills and scraps.
- ☐ Store food in sealed containers and dispose of garbage regularly.
- ☐ Routinely inspect and service HVAC systems to prevent pest entry.
- ☐ Trim exterior foliage to discourage pest-hiding spots near the building.

