



<b>Prepared by:</b>		<b>Effective Date:</b>	
<b>Approver:</b>		<b>Last Review Date:</b>	

**Document Change Record**

Revision #	Eff. Date	Page #	Nature of Change	Approval

**1. Purpose**

- The purpose of this procedure is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical and biological contaminants while effectively controlling the pest population.

**2. Scope**

- The scope of this SOP applies to the indoor pest control activities performed at our client site.

**3. Applicability**

- UGL Unicco accounts where we are responsible for self-delivery of janitorial services.

**4. Responsibilities**

- The site Property Manager or the Project Manager is responsible for ensuring that the pest control vendor and the operations and maintenance staff adhere to this policy.

**5. Definitions**

- USGBC: U.S. Green Building Council

**6. Process Map**

- N/A

**7. Process Description**

**7.1 Integrated Methods** – Integrated Pest Management (IPM) is an approach that combines mechanical, cultural, biological, and chemical techniques and tools to prevent, control, or eliminate a pest population while it minimizes economic, health, and environmental risk. The methodology utilized at this site will utilize inspection and monitoring as a primary method of control. When evidence of pest activity is found, appropriate prescription treatments will be applied. Materials and methods of application shall be in accordance with the product specifications and in compliance with federal, state, and local regulatory agencies. Safety and efficacy are primary considerations.

- 7.2 **Routine Site Inspections and Maintenance** - Site inspections shall be performed on a periodic basis to identify paths of entry and food sources. Areas of focus can include: basements, building perimeter, restrooms, utility rooms, garages, loading docks, waste storage, lunch rooms, kitchenettes, and food service areas. These areas will be addressed upon discovery.
- 7.3 **Routine Pest Inspections and Pest Population Monitoring** – Pest monitoring devices, traps, and bait stations will be monitored by the pest control vendor weekly. Areas of focus can include: basements, building perimeter, restrooms, utility rooms, garages, loading docks, waste storage, lunch rooms, kitchenettes, and food service areas. Appropriate follow-up actions will be taken immediately.
- 7.4 **Pest Control Evaluation** – Based on the types of pests and the observed factors surrounding their environment, prescribed remediation activities will be developed. These activities can include: physical barriers, food source control, trapping, baiting, and the application of pesticides. The most effective techniques and tools shall be used to prevent, control, or eliminate a pest population while minimizing the economic, health, and environmental risk.
- 7.5 **Emergency Application and Communications** – Whenever the least-toxic pesticide is being applied, building occupants shall be notified of non-emergency application of the pesticide at least 72 hours prior to the application. Emergency pesticide applications require occupant notification within 24 hours after the application. An emergency application is one that is necessary to immediately address the health, safety, and wellbeing of the facility and the occupants, as determined by the Property Manager.

**8. Performance Measures**

<b>Process</b>	<b>PASS / FAIL:</b> A log of vendor pest control activity shall be maintained. This log can be in the form of the pest control vendor’s reports and service tickets.
----------------	--

**9. Training Requirements**

- Individuals should obtain LEED-EB: O&M Accredited Professional certification from the US Green Building Council.

**10. Related Processes and Documentation**

- 10.1 See Green Cleaning SOPs – Chapter 640.