



Brick Township Public Schools



From: Timothy Piccuiro, Director of Facilities; CEFM

To: Custodians / Grounds / Maintenance

Date: 1/05/26

Re: Some Key Steps to Pest Management (IPM)

Basic steps for Facilities Staff to take when trying to mitigate pest intrusions

- First and foremost verify monitors or traps are installed.
- Place traps / stations *out after dismissal and remove the next morning prior to student occupation*. Check traps regularly and document what is caught to determine if we have an "Infestation" - *one mouse eating through food containers is not an infestation*.
- If you need additional traps / monitors / stations please reach out to the IPM Coordinator.
- Follow instruction from IPM Coordinator regarding baited traps, including Ant Traps / and mouse traps, regarding when to put them out and when to remove them.
- Instruct School Administration to assist in preventive measures

Custodian's - please confirm the following is adhered to

Managing Garbage Properly In most areas, garbage is the main source of food for mice.

. Proper disposal of organic garbage (food waste, garden waste, pet waste) is essential.

• All food waste from the kitchen, cafeteria, and other areas should be disposed of as soon as possible, cans should be drained if any liquid is present so it will be as dry,

• Any food storage should be in sealed plastic bags and additionally These bags must be placed in rodent-proof containers at the end of each day because plastic bags are not rodent-proof. Refer this to you Home EC staff or building administration if problems persist

• In Home ECs, teachers lounges, and cafe areas, thoroughly rinse all cans when soiled,

• Clean garbage cans and dumpsters frequently to prevent the build-up of food waste. Dirty garbage cans not only attract pests, but also repel people who want to use the garbage cans so that trash ends up outside the can. Use a high pressure stream of water or a brush and soapy water, if necessary. If possible, dumpsters should be fitted with drains so dirty water can be drained. The plug should be snugly in place, except when hosing out the dumpster; otherwise,

• Debris and Clutter

• Clean up and organize storage rooms to eliminate as much clutter as possible. It's harder to detect rodent presence in such rooms and the clutter is attractive harborage.

Custodians / Maintenance - Additionally please inspect for the following conditions, handle at the building level And submit work orders As necessary

Large Openings in the Exterior of the Structure

- Seal holes larger than 3 inches in diameter with 1/4- inch hardware cloth, 19-gauge or thicker sheet metal, plaster, or mortar. Make supports or frames for the screen and make sure they are secured solidly to the building.
- If maintenance staff need access to the opening, install a lockable door with a heavy-duty spring hinge that will automatically close the door if someone forgets.
- Look for holes in the building not only in the first 3 feet above the ground, but also at the roof line, in the eaves, and in attic and roof vents.
- Make sure all vents are screened with 1/4-inch hardware cloth and that the existing screen is not ripped.
- Cover vent pipes with a square of 1/4-inch hardware cloth bent around the pipe and secured with a wire.

Small Openings in the Structure, Inside or Out

- Depending on the material in which you find these openings, holes as small as 3/16 inch in diameter should be sealed. These holes are very important and are often difficult to find. If the holes are in materials that rats can gnaw, they can enlarge these holes until they can eventually squeeze through them.
- Seal small holes with steel or copper wool (copper will not rust) or with caulk.
- Check for gaps around exterior doors and seal with weather stripping. Metal kick plates can be used to prevent rodent entry. Use raised metal door sills when necessary.
- Some doors have vents or louvers in them as part of the ventilation system. It may be necessary to screen these. Sometimes pipes have been installed through

Custodian's / Ground's / Maintenance - walk The exterior of the building and address any concerns as provided in the guidance below, again handle at the building level and submit work orders as necessary
How to Conduct a Rodent Inspection Outside

- Try to identify as many of the areas as possible that provide rodents harborage, food, water, and access to the building.
 - Make detailed notes on your map of the exterior of the building and the school grounds.
 - Take note of how garbage is dealt with, what condition dumpsters and garbage cans are in, and whether rodents have easy access to garbage.
 - Check doorways for gaps or holes and note windows without screens or glass.
 - Look for other openings in the structure—holes, vents without screens, holes around plumbing, and electrical wire entry points.
 - Note any power lines running into the upper portions of buildings and any trees which are brushing up against the structure; these give rodents access to the roof.
 - Note any bird or bat problems because rats may not be far behind. Rodents will feed on bird eggs, chicks, and young bats.
 - What kind of vegetation is growing near the building? Does it give rodents cover for runways or nesting sites? Are there any fruit- or nut-bearing trees?
- Inspect all planters, wood waste piles, portable storage containers, and outbuildings.