

SOP FOR SENDING PEST CONTROL REQUESTS AND FOLLOWING UP

PEST SIGHTING

- Once a sighting has been reported please fill out the “Pest Control Service Request” and fax it to the warehouse at 252-728-7979. This is a fillable form on the school website under Facilities Support Operations under Documents, Memos & Forms. **Please do not email.** Also write the sighting in the IPM Logbook (Integrated Pest Management Log Book) in the school office. This way if he does not have the fax he can still see a description of the problem.
- Once it has been faxed to us, it is forwarded to Clegg’s Pest Control. Under no circumstances is anyone from your facility to contact them on your own.

ONCE TECHNICIAN ARRIVES

- Within a few days, sometimes up to a week, they should come and treat your problem.
- Please do not just buzz the technician in and let them start treating. The technician is supposed to come to the office and sign in, pull the Pest Log, see what the problems were previously and recheck.
- Once they have completed the treatment they are to come BACK to the office and complete the Pest Management and Sanitation Log Report that shows what they treated, where they treated and what was used.
- They, as well as someone in your office, are to sign the Pest Management and Sanitation Log Report and it is put back in the log book.

HAVE FAXED REQUEST AND NO ONE SHOWS TO TREAT

- If you have sent over a request and no one has come to treat within a week, please send over another pest request form stating this is a repeat request. Also, contact the Warehouse at 252-728-5115 and we will contact Clegg’s to take care of the situation.
- We cannot keep them on task if we are not aware that they are not showing up.

IF YOU HAVE ANY FURTHER QUESTIONS OR ISSUES PLEASE DON’T HESITATE TO
CONTACT THE WAREHOUSE AT ANYTIME

252-728-5115 EXT 1209