

4 steps

RESPONSE TO IPM PEST REPORTING



The Library staff is encouraged to report any pest sightings to Library Facilities and to the Preservation Services Department.

#1



IPM PEST REPORT LOG WEB FORM

Library Staff reports pest sightings using the web form to alert both Library Facilities & Preservation of any pest issues.

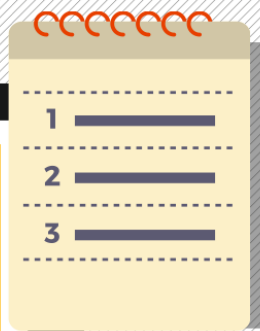
#2



Library Facilities Inspection

Library Facilities will assess the severity of issue and determine a course of action- i.e. whether to continue to monitor or to call Water Station immediately.

#3



Review the Library Employee Food and Drink Policy.

Library Facilities will check that Library staff are utilizing food trash cans and emptying daily and ensure that BSW staff are emptying trash weekly.

Clean and de-clutter space (wipe down, change trash, etc.)

Library Facilities can provide cleaning supplies for the staff and spot cleaning of areas of consumption.

- If a spill occurs on the floor or furniture the Office of Library Facilities must be notified immediately at 217-333-0317.
- If a spill occurs on the computer equipment Library IT must be notified immediately at 217-244-4688.

#4



Monitor the Area

Temporary monitor traps will be placed in the areas and Library Facilities & Preservation will continue to monitor for the next two weeks.