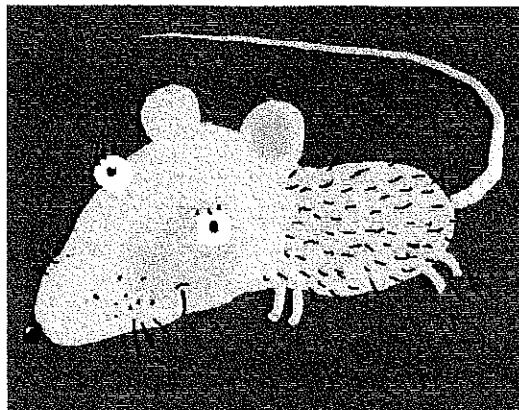


INTEGRATED PEST MANAGEMENT



From time to time, we find one of the above-pictured critters, or it's relative. In order to eliminate pests as much as possible, the following rules need to be followed:

1. Do not leave any food in your desks, in file cabinets, at your work tables, or in the classrooms, etc. This means even foods that are still unopened.
2. Seal all opened foods in a zip-lock type bag or in a plastic container in the proper food-storage areas. Do not leave opened packages of crackers, cookies, or other things setting out over night.
3. Wash your dishes when you are through with them. Do not leave dirty glasses or dishes setting out over night.
4. Dispose of food waste and food service products in the containers identified at each location. Do not put candy wrappers, drink cups or any other type of food container in your paper waste basket.
5. Help make certain that food trash is taken out every evening. During the months of August through October, double bag the food trash before taking it outside. It is not necessary to double bag paper trash.
6. Rinse all recyclables before putting them in recycling containers.
7. Be sure that all food areas are cleaned daily. Food scraps left on tables or floors must be cleaned up.
8. Be sure that mops and brooms are clean before you use them and rinse or clean them after each use.
8. Avoid storing things in corrugated card board boxes.
9. Avoid leaving outside doors open for long periods of time.
10. Never use spray insect repellants.
11. If you spot a critter, note exactly where it was. They don't travel far from home.