

Proactive Maintenance Inspection Checklist

Service #24: Pest Control

School or DoE Site:

Work Order Number:

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following: External spray of all buildings, outdoor equipment and fence lines for cockroaches and spiders. Internal spray of all kitchen spaces for cockroaches and spiders. Refill existing bait stations. Report on any other pest control measures required.	☐
- Visual inspection of all elements to check for deterioration or vandalism. - Ant caps.	☐
- Termite control systems - baits/liquid termiticide.	☐
- Wire mesh.	☐
- Bird roosting deterrents.	☐
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- Rodent control system - baits	☐
All testing and maintenance to be as per manufacturer recommendations.	☐

• Provide a summary of essential actions required to maintain compliance in the service report.	☐
Documentation to be submitted with claim:	
• SI Service report.	☐
• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: