



Rodent management checklist for pharmaceutical facilities

Rodent activity of any type is a serious risk for most pharmaceutical facilities. Mice and rats can contaminate products and surfaces, damage equipment, and interfere with valuable research, among other things. However, you can take steps to help deter rodents from your facility. Use this checklist to stay on top of rodent prevention tactics year-round. Help deter rodents from your facility. **Get started today with our helpful checklist.**

Daily tasks

- ☐ Ensure doors are closed when not in use. Report and repair any doors that do not close on their own.
- ☐ Clean up spills and organic debris immediately in areas such as: loading docks and receiving areas, warehouses, lobbies, cafeterias, break areas, offices laboratories and research rooms, employee locker rooms, and production.
- ☐ Report and repair any leaks immediately to reduce available liquid sources.
- ☐ Thoroughly clean production areas to ensure no debris is left in the open.
- ☐ Clean and/or sanitize all walls, floors, and sides of equipment.
- ☐ Clean out floor drain catch trays at wash stations.
- ☐ In kitchens, cafeterias, break rooms, and offices, do not leave food out overnight. Put all food away in secure containers.
- ☐ Inspect incoming goods for signs of rodent activity. Report any suspected activity.
- ☐ Close dumpster/trash can lids when not in use.

- ☐ Watch for and report any signs of rodent activity such as exterior burrows, droppings or gnawed packaging, wiring, or food.
- ☐ Ensure all areas and pest control devices are accessible.

Weekly tasks

- ☐ Have pest management service performed at a minimum of weekly.
- ☐ Inspect warehousing and storage areas to ensure items are stored properly and off of the floor (bags, boxes, etc.).
- ☐ Maintain a minimum 18-inch lane between items and walls to allow for inspection.
- ☐ Inspect walls and floors behind infrequently moved equipment for signs of rodent activity such as droppings, holes, gnawing, or grease marks.
- ☐ Clean up spills under fixed equipment or equipment not moved frequently.
- ☐ Inspect automated areas to ensure there are no spills or signs of pest activity.

Monthly tasks

- ☐ Perform an inspection of exterior grounds to look for rodent burrows or unusual holes in the ground. Report these to your manager or your pest control provider.
- ☐ Check that any rodent bait stations in dumpster areas or trash enclosures are intact and have not been damaged during trash pickup.
- ☐ Inspect for holes in block walls of dumpster enclosures and the main facility, if applicable.
- ☐ Repair if damaged, as holes can harbor rodents.
- ☐ Clean dumpster/compactor area/ trash enclosure to ensure that it is free of food, harborage, and nesting material. Clean ground under dumpster or dumpster pads as part of this process.
- ☐ Ensure dumpster drain plugs are in place. If not, have dumpsters replaced.
- ☐ Check all facility exterior doors for door sweeps. Install sweeps on doors if needed and replace damaged/worn sweeps that show gaps.
- ☐ Perform a clean out and pest inspection of all employee belonging storage areas (lockers, cubbies, etc.). Your pest control provider may be able to help with inspection.
- ☐ In break rooms, offices, and labs, inspect all cupboards, closets, or other nonfood storage areas for signs of rodent activity, such as gnawing, droppings, or nests.
- ☐ In cafeterias or kitchens, perform a quick inspection of food storage areas and shelving for signs of rodent activity such as gnawing or droppings.
- ☐ Ensure floor drain covers are in place and secure.
- ☐ Inspect dock levelers. Clean them out and make sure sweeps are intact and in place.
- ☐ Inspect and clean the ground outside of loading, shipping, and receiving doors.
- ☐ Inspect mechanical, pump, or electrical rooms for signs of rodent activity such as droppings, gnawed wires or cables, or nests. Ensure that doors leading to exterior are not damaged and have no dents or gaps that would allow rodents access.
- ☐ Inspect interstitial spaces for signs of rodent activity, such as live or dead rodents, droppings, gnawed wires or cabling, or nests.

Quarterly tasks

- ☐ Thoroughly inspect around tank farms to look for signs of rodent activity. Look for damage to retaining walls, standing water, or other conditions that could attract or harbor rodents.
- ☐ Perform quarterly pest trending.

Semi-annual tasks

- ☐ Inspect drop ceilings.
- ☐ Perform a rooftop inspection. Along the roof line and on the rooftop, identify and repair holes, gaps, or other damage. Report standing water or debris buildup to management. Inspect for and report any bird activity and bird nests.
- ☐ Trim back trees and vegetation that overhangs the rooftop or is within 6 feet of any wall.
- ☐ Evaluate landscaping and shrubs. Keep trimmed at least 12 inches off ground, limit ground cover, and create a minimum of an 18-inch mulch and vegetation-free zone between landscaping and structure walls.
- ☐ Check that chimneys/vents/HVAC intakes are properly capped/screened to prevent rodent entry.
- ☐ Inspect building exterior for gaps, cracks, or other openings, including where cables, pipes, and conduits exit the structure. Seal these openings with appropriate covers or rodent-proof materials, such as Rentokil's Flexi Armour products. Do not use foam sealants – rodents can chew through these.

Annual tasks

- ☐ Review your pest management contract. Add coverage in new areas or places where rodent activity has occurred in the last year.
- ☐ Review device maps with your pest management provider.
- ☐ Review approved materials list with your pest management provider.
- ☐ Have compactor/dumpster replaced or cleaned at least annually.
- ☐ Review your pest control log book for updated business and applicator licenses
- ☐ Ensure that the Certificate of Insurance is up to date.
- ☐ Have your pest management provider conduct an annual pest control assessment.
- ☐ Replace standard insect light trap (ILT) bulbs; for LED ILTs, check that bulbs are functioning properly and replace if necessary.

Short-staffed? Rentokil can provide exclusion services to close cracks, gaps, and holes that may allow rodents access to your facility.

Ask your technician for more information.