



Rodent management checklist for commercial properties and facility management

Rats and mice can cause serious issues for property managers and their tenants. Rodents not only pose health and safety hazards by spreading harmful pathogens, they can also cause costly damage to structures and equipment, and result in decreased occupancy, lost revenue, and unwanted publicity.

Take an active role in rodent control and keep your facility rodent-free. **Get started today with our helpful checklist.**

Daily tasks

- Inspect common areas such as restrooms and employee break rooms for conditions that attract rodents, such as food debris, leaks, or structural/plumbing damage that could allow rodent entry.
- Clean up food debris as quickly as possible. Pay special attention to areas such as dining areas, kitchenettes, employee break rooms, or any area where food is present.
- Encourage employees not to store food in their desks. If they must do so, it should be kept in airtight containers.
- Vacuum at least once daily, more often in high traffic areas and/or those that may have food spills.
- Empty interior trash cans a minimum of daily, more often in high-traffic areas. Trash should be sealed in tied bags and removed to an appropriate exterior dumpster, compactor, or trash room.
- Inspect centralized indoor trash areas, such as trash chutes and trash rooms. Pick up debris, clean up spills, and remove overflow.
- Inspect exterior common trash cans. Rentokil recommends the use of self-closing lids.
- Repair any leaks immediately. Rodents can be attracted to liquid.
- Remind tenants to report signs of rodent activity, such as droppings, gnawing, wiring, or food.
- Use signs to remind tenants, staff, and visitors to keep doors closed when not in use. Rodents can easily enter through open doors.
- Ensure that all pest control devices are accessible to your pest management provider.
- Allow your pest service technician unrestricted access to all areas. Restricting access can hamper service quality.

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Weekly tasks

- Inspect vending areas for signs of rodent activity such as droppings, gnawed packaging, or damaged wiring.
- Inspect and clean dumpster areas to remove debris not in the dumpster.
- Have dumpsters cleaned and emptied a minimum of weekly.

Monthly tasks

- Have pest management service performed at least monthly.
- Check all exterior doors for door sweeps. Install if needed and replace damaged/worn sweeps.
- Inspect any area with raised flooring/void space under the floor to ensure that any wiring access points are properly covered with grommets or plates. Voids are ideal hiding places for rodents.
- Inspect cubicle walls for signs of damage, such as holes and gnawing. Rodents can live inside walls or chew on walls to access nesting material.
- Inspect the following areas for signs of rodent activity, such as droppings, gnawing, and grease marks. Your pest management company should be able to do this as part of their routine service.
 - Janitorial closets
 - Mechanical, boiler, server, or electrical rooms
 - Non-food storage areas
- Inspect exterior grounds to look for rodent burrows or unusual holes in the ground. Report these to management or your pest management provider.
- Maintain landscaping to provide a vegetation-free perimeter of no less than 18 inches from any structure to discourage rodent harborage.
- Ensure that shrubbery has ground clearance to reduce rodent harborage opportunities.
- 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.
- Ensure dumpster drain plugs are in place. If not, have dumpsters replaced.

Semi-annual tasks

- Educate tenants on the conditions that attract rodents and high-risk areas in their spaces. Tenant cooperation can go a long way to avoiding problems.
- 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.
- Trim back trees and vegetation that overhangs the rooftop or is within 6 feet of any wall.
- Check that any chimneys/vents/HVAC intakes are properly capped/screened to prevent rodent entry.
- Inspect building exterior for gaps, cracks, or other openings, including cables, pipes, and conduit entries. Seal openings with covers or rodent-proof materials, such as ¼-inch hardware cloth. Rodents can chew through foam sealants.
- Inspect drop ceilings, ceiling voids, and access spaces for signs of rodent activity. Ask your pest management company to install monitoring devices in these areas.
- Inspect shared parking structures and ensure that rodent control devices are in place and undamaged. These should be serviced as part of your routine pest management program.
- If your property is undergoing any remodeling or construction, coordinate with your pest management provider to ensure you have an adequate rodent management plan in place.

Annual tasks

- Review your pest management contract to ensure that it meets your current needs. 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.



Short-staffed? Your Rentokil pest technician can provide exclusion and minor repair services. Ask your technician for more information.