



Steps to Keep PESTS Out of Your Office

**1**

Remove Food

Minimize food stored in desk drawers, boxes, and cabinets. Store food in airtight sealed glass, metal or hard plastic containers so pests are not able to chew through them.



Dispose of Leftover Food

Dispose of leftover food in trash collection bins. Otherwise store left-over food in the refrigerator.

**6**

No Exposed Water

Do not leave exposed standing water in your workspace, as it can provide a water source for pests. This includes cups, jars and the catch basins or trays for potted plants.

**4**

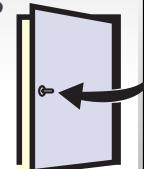
Clean up

Crumbs attract pests. Clean up after using toasters or microwaves. Clean kitchen counter-tops and desks.

**7**

Close Exterior Doors

Keep all exterior doors closed to prevent mice from entering your facility.

**8**

Report Pest Issues

Please report all pest issues to the Integrated Pest Management Team at (301) 496-4294.

