



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.



Remove Trash

Before leaving work, remove trash bags with food from your work area and place in one of the general collection bins.



4

Clean up

Crumbs attract pests. Clean up after using toasters or microwaves. Clean kitchen countertops and desks.



Keep Items Off of the Floor

Keep books, paper, boxes and equipment in workspaces off the floor (6" - 12") to avoid attracting pests.



6

No Exposed Water

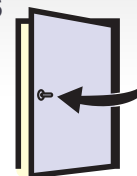
Do not leave exposed standing water in your workspace, as it can provide a water source for pests. This includes cups, jars and the catch basins or trays for potted plants.



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.

