



# Steps to Keep Pests Out of Your Office



## Tips to Help Prevent Pests:



### Report Pest Problems

Inspect your workspace, file cabinets, office drawers, lockers and other hidden areas for signs of pests. If you see droppings, torn up paper, gnaw marks or urine stains, contact the Integrated Pest Management (IPM) Office at (301) 496-4294.

### Empty Trash/Remove Trash bins

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

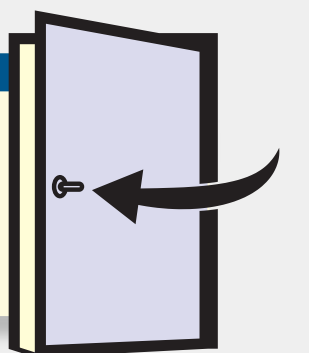


### Remove Food From Your Work Area

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

### Close Exterior Doors

Keep all exterior doors closed to prevent pests from entering your facility. Do not prop doors open.



### No Exposed Water

Do not leave exposed water in containers/jars and cups in the offices as they provide source of water. Do not overwater plants as the catch basins/trays can hold water that can attract pests.

### Clean Up Your Work Area

Clean up after using toasters or microwaves. Clean kitchen countertops and desks to prevent crumbs from attracting pests. Remove spills and debris from working and eating areas.



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

