Nicola Similkameen School District

Administrative Procedure 605

PEST MANAGEMENT

Purpose

This document outlines a clear, practical process for managing pests (e.g., mice) in a school environment. The approach emphasizes prevention, cleanliness, and timely response, while maintaining a calm and professional environment for staff and students. This is a combination of health regulations and school district procedures, called an Integrated Pest Management (IPM).

Process

- Maintain a clean, safe, and well-managed facility
- Address concerns promptly and routinely
- Use preventative measures first
- Apply least-invasive control methods
- Ensure clear communication and documentation

1. Identification and Reporting

Pest activity may occasionally be identified through routine observation.

Examples of indicators:

- Droppings or minor material disturbance
- Unusual sounds in walls or ceilings
- Occasional sightings

Process:

- Staff report observations to administration or custodial staff
- Observations are logged for tracking and follow-up

2. Initial Response

Once a report is received, the school initiates standard facility response measures.

Actions include:

- Reviewing the affected area
- Reinforcing cleaning practices (especially food-related areas)
- Ensuring waste and recycling are properly contained
- Removing any accessible food sources

3. Inspection and Maintenance

Facilities or custodial staff assess the space to identify contributing factors.

Focus areas:

- Entry points (gaps, cracks, door seals)
- Storage practices (food, supplies, clutter)
- Building maintenance needs

Follow-up actions:

- Seal minor openings
- Adjust storage or classroom practices as needed
- Submit maintenance requests where appropriate

4. Monitoring and Control Measures

If activity continues, additional routine controls may be implemented.

Typical measures:

- Placement of secure, tamper-resistant traps in appropriate areas
- Ongoing monitoring by custodial or facilities staff
- Regular checks and documentation
  Note: All measures are applied with consideration for safety and minimal disruption.

5. Escalation (if required)

In cases where standard measures do not fully resolve the issue:

- District facilities teams or licensed pest management providers may be engaged
- Additional inspection and targeted treatment may be completed
- Adjustments to cleaning, storage, or maintenance practices may be reinforced

6. Communication

Communication is handled in a measured and appropriate manner.

- Staff are informed as needed to support consistent practices
- Updates are shared when there are changes to routines or access to spaces
- Messaging remains focused on routine maintenance and resolution

7. Ongoing Prevention

Preventative practices are part of regular school operations.

Key practices:

- Consistent cleaning and waste management
- Limiting food storage in classrooms where possible
- Maintaining building integrity (doors, walls, vents)
- Periodic monitoring by custodial staff

Summary

Pest management in schools is a standard facility practice that is handled through routine processes. By focusing on prevention, maintenance, and timely response, schools maintain a safe and orderly environment with minimal disruption.

Date of Original Superintendent Approval: August 12, 2026