**OFFICE COMPLEX PEST CONTROL CHECKLIST**

**For Pest Control Services Management Teams**  
This checklist is designed for pest control service providers managing office complexes. It helps ensure all critical points are inspected and documented properly for effective pest management.

**Visit No: \_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_  
Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Area/Location** | **Checklist Item** | **Checked/Not Checked** | **Identified Pests** | **Suggestion/Action Needed** |
| --- | --- | --- | --- | --- |
| Workstations & Cabins | Inspect corners, desks, and electrical panels |  | Ants, cockroaches | Apply gel bait behind desks and inside cable trays |
| Workstations & Cabins | Check for rodent droppings or gnaw marks |  | Rodents | Place glue traps and bait stations |
| Pantry/Cafeteria | Check under/behind appliances and inside cabinets |  | Cockroaches, ants, flies | Clean thoroughly; use gel bait; place fly traps |
| Pantry/Cafeteria | Inspect for food spill or open food storage |  | Ants, flies | Seal food; sanitize surfaces daily |
| Restrooms | Check under sinks, around drains and corners |  | Drain flies, cockroaches | Apply drain gel and air-safe insecticide |
| Meeting Rooms | Inspect corners and walls for spider webs or trails |  | Spiders, ants | Spot treatment in corners with spray |
| Server/Data Rooms | Inspect floor and panels for rodent activity near cables |  | Rodents | Install glue traps; use rodent gel only, avoid spraying |
| Reception/Lobby | Inspect for crawling insects around plants and furniture |  | Ants, spiders | Treat indoor plants and edges with non-smelling spray |
| Lift Lobbies & Corridors | Check trash bin areas for pest trails or droppings |  | Rodents, cockroaches | Apply residual insecticide in hidden spots |
| Garbage Disposal Area | Inspect bins for maggots, flies, rodent activity |  | Rodents, flies, maggots | Disinfect bins and surroundings; apply residual spray |
| Parking & Basement | Check for rodent burrows and stagnant water |  | Rodents, mosquitoes | Treat mosquito breeding sites; install bait stations |

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Technician Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**