



SAFETY *GUIDE*



Guidelines for Integrated Pest Management (IPM)



Office Areas

- Do not store food at your desk. Do not eat at your desk. Food should be stored in a sealable container, preferably in a refrigerator.
- Rinse out coffee cups and soda cans before disposal.
- Periodically wipe down your desk and computer stations.
- Empty your garbage can into a central trash receptacle at the end of each day.
- Your trash receptacles should be kept clean. Check that garbage does not collect underneath the plastic bag in the bottom of your container.

Lunch Areas

- No food should be left out in lunch area.
- Refrigerator should be kept clean, free of condensation and periodically emptied of outdated food and defrosted.
- Toaster ovens should be kept clean and the crumb tray regularly emptied.
- Microwave ovens should be kept clean and free of spills.
- Spaces under and behind toaster ovens and microwaves should be kept clean.
- Recyclable bottles and cans should be rinsed before disposal.

Exterior Areas

- Dumpster lids should be closed.
- Windows should be closed if no screens are present.
- Doors should remain closed and have door sweeps present to exclude pests.
- Cat and bird feeders should be kept away from buildings.
- Weeds, scrubs and tree limbs should not be touching the building.
- Pigeon proofing should be present on building areas where pigeons roost.

Visit the [Pest Management Website](#) for all your questions

To report a pest problem by phone for these and other areas, please call:

- Campus Residences: Call Quad Office or Maintenance Desk at (631) 632-9585
- Main Campus, HST, BST, R&D Park, Southampton: Call Environmental Health & Safety at (631) 632-6410
- Healthcare Facilities: Call Housekeeping at (631) 444-1460
- Long Island State Veterans Home: Call Environmental Services at (631) 444-8790