



We need your cooperation in managing Rodents in Office Buildings

Rats & Mice commonly exist outside the buildings in fields, wooded areas, yards, ditches and other areas. The onset of winter diminishes the natural food, forcing it to seek out areas that provide warmth and food. Construction digging operations in the neighborhood also disturbs their natural habitat forcing them to move inwards. These creatures can cause astounding damage.



Once they gain a foothold inside the buildings; they flourish in areas often associated with poor sanitation, housekeeping or where food source is easily available. In offices, they may live behind cabinets or furniture, portable modular office divider walls, wall, floor & ceiling voids, cluttered offices, ignored boxes underneath desks, ignored employee “cluttered drawers in desks, vacant and unclean former employee desks, telecommunication channels, heating system lines, pipe chases and associated wall voids, insulated walls, insulation around refrigerators and feed on scraps or crumbs from lunches or

One pair of cute mice scurrying across your floor can produce 90 offspring a year.

snacks, candies, or even sugar granules found on desktops. They are omnivorous and opportunistic foragers eat a wide variety of food items (grains, meats, fish, fruits, etc.). Under optimum conditions, they can breed throughout the year. When conditions are favorable, rodent population may expand rapidly within just few months.

This is how you can help County’s Integrated Pest Management Program & help yourself:

- Make yourself & others aware of the facts in this regard; your cooperation is necessary.
- Remove all food items from workstations; keeping food items in tightly lid glass containers; preferably eat only in areas designated for food consumption and always clean up afterward. Do not invite mice by leaving food items or crumbs out overnight.
- Department should designate food storage & break room activities at one location away from their workstations. Remove personal refrigerators, toasters, and microwave from the office area.
- Excessively cluttered and disorganized desks should be cleaned out
- Storage of any kind should be reorganized at least 12-18” off the floor on exposed bottom shelving and at least 12” away from walls.
- Staff should also avoid on floor storage underneath the desk or workstations.
- Arrange with your facility management to vacuum rodent droppings (vacuuming with HEPA filter attached vacuums); Sanitizing floor level with germicide; Sanitizing workstations as needed. Please arrange to post a formal notice for all employees so that they can remove all paper work and other belongings from their desktops and other areas of concern, to assist in general sanitizing of their work stations.
- Message of office staff commitment need to be redelivered as often as necessary to re enforce good sanitation, housekeeping & maintenance as needed.
- Facility Managers should plan to vermin proof building, maintain at least 3 feet vegetation zone around the building; keep ivy or other low-lying creeping ornamental/shrubbery & trees off the building as much as practical, one step at a time.
- Low lying arborvitae, creeping junipers or ivy are poor choices in areas where rodent pressure exists. Facilities maintenance department should plan future landscaping needs & maintenance in this context.

**Prevention is better than cure
A Stitch in Time saves nine**