

FACILITY OR SITE INFORMATION

CLIENT: COUNTY OF SANTA CLARA	DATE PREPARED: 00 DECEMBER, 2002
DEPARTMENT: GSA	DAY OF SERVICE: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY
LOCATION: 70, West Hedding Street	TIME OF SERVICE: 7AM TO 5 PM - Regular Pest Management Monitoring Pesticide Applications: To Be Arranged with Department IPM Coordinator
CITY: SANTA CLARA	PLACE OF ENTRY: SECURITY DESK OR RECEPTION DESK
STATE: CA	
ZIP CODE: 95110	LOG BOOK LOCATION: DEPARTMENT IPM COORDINATOR'S OFFICE OR FACILITY MANAGERS/ REPRESENTATIVE OFFICE

SECURITY ARRANGEMENTS (Guards, keys, alarms)

Obtain vendor visit pass from the security office.
Ensure to check with Security clearance for each office building as required. Always Sign in & Out on the General Entry Log
Check with Facility Management/Building Management designee/ Department IPM Coordinator with each service at Sign In & at Sign Out or as required
Respond to Office Page or Cellular Contact.
Need escort or key for _____ specify area

SPECIAL MATERIAL AND EQUIPMENT RECOMMENDATIONS

Follow GMP, Food Safety guidelines in Food Prep areas. Follow Workers Safety Guidelines in all areas as per the County of Santa Clara Safety Rules & Regulations; & Pesticide Applicator Safety Rules & Regulations as applicable
Always wear company uniform with proper ID Crest. Always carry County of Santa Clara Contractor ID Card
Use Coverall, Hard Hat, and Ear Protection & Safety Boots in specified areas. Follow all work place safety rules as indicated

ADDITIONAL INFORMATION

Contact Mr. Or Ms. _____ specify name, when monitoring these offices _____
Call ahead and arrange pesticide applications during off hours as needed.
Only use approved pesticide, check pesticide approved list and usage lag with each application.

REPORT DISTRIBUTION

Complete Pest Management Reports as indicated in the LOG BOOK; Review your findings with Department IPM Coordinator and get signatures from him/her or their designee in case they are not present; Send one copy of your work ticket to Facility Management for Invoice/Billing Reference, Arrange Monthly meeting with Department IPM Coordinator plus Sanitation/Maintenance/Facility management personnel as needed; Send Quarterly Pest Management Progress Summary Report to County IPM Coordinator

