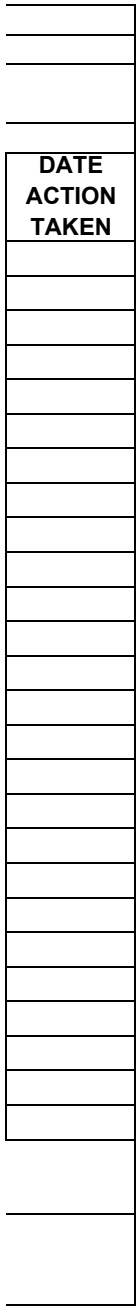
PEST MANAGEMENT RELATED SANITATION, MAINTENANCE & HOUSEKEEPING OBSERVATIONS					
FOLLOW UP					
LOCATION ADDRESS	BUILDING ADDRESS				
DATE	LOCATION	OBSERVATIONS & RECOMMENDATIONS	ACTION TO BE TAKEN OR TAKEN		
			County of Santa Clara Management	DATE ACTION TAKEN	IPM CONTRACTOR
1/1/2003	Cafeteria Exterior Dining	Trash Spillage around Trash Bins	Sanitation		
	Landscape East Side	Construction Material stored next to building - Relocate Away from Building	Maintenance		
	Employee Entrance South Side	Needs Door Threshold	Maintenance		
	Cafeteria - Kitchen	Grease build up underneath Grills	Sanitation		
	Cafeteria - Kitchen	Scum Build up in the Floor drains - dishwashing area	Maintenance		Monitor
	Cafeteria - Kitchen	Excessive humidity around steamers - Deteriorating Wall Structure	Maintenance		Monitor
	Janitor Closet - Ist Floor	Cluttered - Reorganise material storage off the floor to keep it dry	Housekeeping		
	Kitchnette - 3rd Floor	Fermenting left over food in the trash bins - Clean & Remove liner daily	Sanitation		
	Coffee Station - 11th Floor	Sugar spillage inside the closet	Sanitation		
	General Comments	Advise Staff to avoid eating food in the offices			
		Do not over water planters			
		Do not store food in your office closets/cupboards			
		Keep storage tidy, material stored off the floor or away from wall			
		Meeting Requested with Department IPM Coordinator	Dept IPM Cord.		Contractor Rep.
CONTRACTOR REPRESENTATIVE		John Doe			
DEPARTMENT IPM COORDINATOR OR MANAGEMENT REPRESENTATIVE		Jane Doe			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