



## HOMES AND SENIORS SERVICES

**POLICY & PROCEDURE NUMBER: 2.9**

**DEPARTMENT:** *Maintenance*

**SUBJECT:** *Maintenance  
Procedures - Pest Control*

APPROVAL DATE: June 2015

REVISION DATE: Dec. 2016; July 2018

REVIEW DATE: Oct. 2019; March 2022; November 2022

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**PURPOSE:**

An external certified pest control contractor will assist and monitor a pest control program.

**DISCUSSION:**

**Pests**

Pests are populations of living organisms (i.e., insects, rodents, bacteria and weeds) that interfere with the human purposes for an area. Strategies for managing pest populations will be guided by the species of pest and the threat they pose to people, property and the environment.

Pests will be managed to:

- Reduce any potential human hazard or to protect against a significant threat to public safety
- Prevent loss or damage to County owned facilities or property
- Enhance the quality of life for the residents and staff within County owned buildings.

**PROCEDURE:**

1. The pest control contractor will visit each facility monthly to monitor the volume and types of pest(s).
2. In the event that action needs to be taken to control pests, a plan will be implemented by the pest control contractor and will be monitored by the maintenance staff and regularly by the contractor.
3. Any concerns regarding an increase in pests shall be relayed to the contractor immediately for intervention.
4. When a pest problem is encountered, the reporting department is to contact the Elgin County maintenance line or Manager of Corporate Facilities with the specifics (i.e., type



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of pest, if known; contact person's name; and location). The reporting department is not to contact the pest control contractor directly.

5. The maintenance staff or Manager of Corporate Facilities will contact the pest control contractor to report the specific problem.
6. The contractor will visit the site at the earliest pre-arranged opportunity.
7. The contractor will notify the maintenance department advising them of any treatment that was/ or has to be used (i.e., pesticide; chemicals; etc.). Maintenance, in turn, will notify the director and managers of the home.