SPRAGUE



HOLIDAY PEST PREVENTION

CHECKLIST BEFORE, DURING & AFTER THE HOLIDAY RUSH

Keep pest prevention on track when inventory, schedules and seasonal activities change.

Location: _____ Date: _____ Lead: _____

1 DELIVERIES
BEFORE THE EXTRA STOCK ARRIVES

- ☐ Choose an overflow spot that leaves room to clean, inspect and reach pest monitors.
- ☐ Check incoming pallets and packaging for damage or possible pest evidence. Record the delivery and follow your site's reporting process.
- ☐ Flag blocked, damaged, or moved devices to your route manager.
- ☐ Keep dock doors closed as much as possible.

2 DECORATIONS
WHEN THE DISPLAYS GO UP

- ☐ Check stored boxes and decorations for damage or signs of pests before setting them out.
- ☐ Check around outdoor displays near entrances. Remove deteriorating pumpkins and look around hay bales for signs of activity.
- ☐ Inspect Christmas trees for signs of pests, including rodents and aphids, before bringing them indoors.

3 CELEBRATIONS
AFTER THE PARTY ENDS

- ☐ Store or remove leftovers and shared treats. Check meeting rooms and reception for forgotten food.
- ☐ Clean under carts and tables and around drink stations. Assign someone to remove food waste if the cleaning crew has left.

4 HOLIDAY HOURS
BEFORE YOU CLOSE

- ☐ Let your route manager know if closures, shorter hours, or locked areas affect scheduled service.
- ☐ Assign a backup contact for service access and pest reports while the usual contact is away.
- ☐ Make sure staff know how to report pest activity during holiday closures or reduced hours.

5 FINAL WALK
AFTER THE RUSH

- ☐ Walk the overflow area once the extra stock is gone. Tell your route manager about any device that was moved, damaged, or left out of place.
- ☐ Note which spots caused trouble this year so next season's setup starts there.

FOLLOW-UP / OWNER

Name: _____

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