INTEGRATED PEST MANAGEMENT GUIDELINES

The following information is taken from Part 3 of the Fannie Mae “Green Refinance Plus: Green Physical Needs Assessment Statement of Work and Contractor Qualifications”

QUALIFICATIONS

The Contractor completing the Integrated Pest Management Inspection (IPMI) must:

- Be certified by QualityPro Green, GreenShield or EcoWise
- Be trained to evaluate and treat the interior and exterior of multifamily structures for pest infestations, in accordance with Integrated Pest Management (IPM) standards
- Have the work performed by an employee who is licensed or certified by the state for residential pest control or be QualityPro Green certified and who has produced reports of this nature that are well regarded in the marketplace in terms of content, timeliness and responsiveness
- Not to be under suspension or debarment by HUD or Fannie Mae, or involved as a defendant in criminal or civil action with HUD or Fannie Mae
- Have the capacity to complete the project inspection and prepare the report in an acceptable time frame

STATEMENT OF WORK

The Contractor shall:

- Perform an IPMI, provide the property manager and each with information on glue traps and prepare an IPMI report for each asset specified by the Lender/s and report the findings.
- NOTE: The following instructions assume the Contractor will make two site visits to the property: Interviewing property management about existing pest control practices and placing the glue traps during the first visit, retrieving the glue traps and conducting the necessary unit and property inspections during the second visit. The Lender has the authority to modify the instructions to require only one visit by the Contractor in those situations where the Lender believes the onsite property management can place the glue traps correctly and provide the glue trap handout to the tenants.
CONDUCT THE FIRST ONSITE VISIT/INSPECTION TO:

- Obtain an understanding of the configuration of the buildings
- Obtain an understanding of the existing pest control practices
- Review the “Using the Glue Traps” handout with the property manager and provide it to each tenant or leave it in each unit where glue traps are placed. Handout is available on www.oahp.net
- Place the glue traps to assess the cockroach infestation within each unit and common areas such as laundry rooms, storage rooms, and interior trash handling areas
- Advise the property manager that the Contractor will retrieve the glue traps and set a date certain for that follow-up visit/inspection

CONDUCT THE SECOND ONSITE VISIT/INSPECTION TO:

- Collect the glue traps from each unit, observe conditions in the units and include a unit-by-unit summary of the glue trap findings in the report
- Review the findings from the glue traps to help determine which units should be inspected. The Contractor shall conduct site inspections of a minimum of 10% of all units. Unless otherwise guided by the glue trap findings, units shall be randomly sampled while taking into consideration occupied and unoccupied units and the unit size mix i.e. one-bedroom, two-bedrooms, etc. If a significant number of the units are found to have infestations not reflected in the glue trap findings, the Lender may require that additional units be inspected at the time the glue traps are collected.
- Inspect the exterior of building(s) for evidence of pest infestation or conditions which could attract and/or harbor pests. Inspect and identify all areas where the enveloper has been penetrated and all points of ingress/egress, looking for any entry points for pests. If identified, the Contractor must determine and document all corrective measures, both immediate and long-term.
- Inspect the trash disposal, laundry, common areas, office space, maintenance work area and storage areas for evidence of infestations.

PREPARE A NARRATIVE REPORT THAT:

- Identifies any pest infestations based on the results of the glue trap findings, a visual survey, a review of any pertinent documentation related to past infestations and pest control measures, and/or interviews with the property owner, management staff and tenants
• Includes color photographs and a detailed narrative describing the property’s pest infestation, if any, and provides a corrective course of action for each infestation and if needed, specific actions for serious infestations within individual units
• Includes a Glue Trap Summary which identifies in detail the quantity and variety of pests trapped and any obvious general areas/floors/structures with significant infestations (e.g., if a cluster of adjacent apartments appear to have a more severe infestation when compared to the overall building). Identify groups of infested units as High, Moderate or Low infestation and detail corrective measures for each.
• Details an immediate course of action, being specific as to physical items needed (e.g. door sweeps) and treatments needed, if any, and the estimated costs to address the pest infestations for each identified group (see prior paragraph) and a continuing course of action for using IPM principles at the property

Prepare a report regarding existing pest control practices that:
• Documents the existing pest control strategies, practices and outcomes
• Evaluates the existing pest control strategies and practices
• Identifies the deficiencies in the existing pest control strategies and practices
• Recommends practices consistent with IPM principles that will achieve better outcomes

The IPMI part of the GPNA should include the following subcomponents:
• Acknowledgements (who conducted the inspection and prepared the reports, the preparer’s qualifications or a certification that the preparer meets the qualifications required in Section 1 (see above), when the report was prepared, who received the report and when the report was reviewed
• Appendices (color photographs, site plans, maps, etc)
• If the services of a subcontractor were secured to inspect the property and complete the report, the Contractor shall review the inspection for quality, consistency and agreed upon format and conformance with these requirements

DELIVERABLES
The report and completed exhibits will be incorporated into the overall Green CNA deliverables submitted by the Contractor.