
Facility Pest Control Exclusion Audit and Gap Sealing Standard Operating Procedure

1.0 Maintenance Objective & Frequency

The objective of this procedure is to systematically inspect the facility envelope for structural gaps, cracks, and openings that could serve as entry points for pests (rodents, insects, birds). This PM ensures the integrity of the pest exclusion barrier by identifying and sealing all breaches with appropriate materials. The audit shall be performed quarterly (every 3 months) or immediately following any structural modification, severe weather event, or pest sighting.

2.0 Lockout/Tagout (LOTO) & Safety

- **General Facility Safety:** Notify production supervisor of the audit. Ensure no hot work (welding, grinding) is performed without a separate hot work permit.
- **Chemical Safety:** When using sealants, adhesives, or expanding foam, ensure adequate ventilation. Wear appropriate respiratory protection if working in confined spaces.
- **Fall Protection:** When inspecting overhead areas (ceilings, roof penetrations), use approved ladders or scaffolding. Ensure fall arrest equipment is used if working at heights above 1.8 meters.
- **PPE:** Mandatory safety glasses, cut-resistant gloves, and steel-toed boots. Use hearing protection if operating power tools.
- **Electrical Isolation:** Do not approach exposed electrical panels or wiring. If sealing near electrical equipment, de-energize and lock out the circuit before applying sealants.

3.0 Required Tools, Parts & Lubricants

- Flashlight (high-lumen, rechargeable)
- Inspection mirror (telescoping)
- Digital camera or smartphone for documentation
- Measuring tape (metric/imperial)
- Notebook and pen or tablet for recording gaps
- Stainless steel wool (grade 0 or 1) for rodent-proofing small holes
- Expanding polyurethane foam (e.g., Great Stuff Pro) for larger voids
- Silicone caulk (food-grade, non-toxic) for cracks and seams
- Metal flashing or galvanized sheet metal (0.5mm thick) for large openings
- Self-tapping screws (stainless steel, #8 x 1/2 inch)
- Utility knife with fresh blades
- Putty knife
- Caulking gun

- Wire brush
- Vacuum cleaner (HEPA filter) for debris removal
- Personal protective equipment (PPE) as listed in Section 2.0

4.0 Step-by-Step Maintenance Procedure

1. Conduct a pre-audit briefing with the maintenance team. Review previous audit reports and pest sighting logs to identify high-risk areas. Ensure all required tools and materials are staged at a central location.
2. Perform a walk-down of the exterior perimeter. Inspect the foundation walls, grade level, and all exterior doors for gaps greater than 6mm (1/4 inch). Pay special attention to door sweeps, weatherstripping, and dock levelers. Document any gaps with photos and measurements.
3. Inspect all roof penetrations (vents, exhaust fans, HVAC units, skylights). Check for gaps around flashing, loose or missing sealant, and bird nesting materials. Use the inspection mirror for hard-to-see areas. Record all findings.
4. Move inside the facility. Inspect all interior walls, especially at pipe penetrations, conduit entries, and cable trays. Use the flashlight to look behind equipment and along baseboards. Mark any gaps or cracks with a temporary marker for later sealing.
5. Inspect all floor drains, floor-wall junctions, and expansion joints. Ensure drain covers are intact and sealed. Check for cracks in the concrete floor that could allow pest harborage. Document any cracks wider than 3mm.
6. Inspect all overhead doors (roll-up, sectional) for gaps at the bottom, sides, and top. Verify that door seals are not torn or compressed. Measure the gap between the door bottom and the floor. Adjust or replace seals as needed.
7. Begin sealing all identified gaps and openings. For holes smaller than 6mm, pack with stainless steel wool and cover with silicone caulk. For holes 6mm to 25mm, use expanding foam. For holes larger than 25mm, cut a piece of metal flashing, secure it with self-tapping screws, and seal the edges with silicone.
8. For cracks in concrete floors, clean the crack with a wire brush and vacuum. Apply a bead of silicone caulk or epoxy filler, depending on crack width. Smooth with a putty knife and allow to cure per manufacturer instructions.
9. Replace or repair any damaged door sweeps, weatherstripping, or dock seals. Ensure that door sweeps contact the floor evenly and that weatherstripping compresses when the door is closed. Use self-tapping screws or adhesive as appropriate.
10. After all sealing is complete, conduct a final walk-through with the same checklist. Verify that all documented gaps have been addressed. Take after-photos for the maintenance record. Clean up all debris and remove any temporary markings.

5.0 Verification & Return to Service

1. Perform a visual inspection of all sealed areas. Ensure that sealants are fully cured (if applicable) and that no new gaps have appeared. Use the flashlight to check for light penetration around doors and seals.
2. Conduct a simple pressure test on exterior doors: close the door and attempt to slide a piece of paper between the door and the frame. If the paper slides through easily, the seal is insufficient and must be adjusted.
3. Document all completed work in the facility's pest control log or CMMS (ServiceGrid). Include date, time, auditor name, list of gaps sealed, materials used, and before/after photos. Flag any areas that require follow-up or structural repair beyond the scope of this PM.
4. Notify the facility manager and quality assurance team that the exclusion audit is complete. The facility is cleared for normal operations. Schedule the next quarterly audit in ServiceGrid.
5. Dispose of all waste materials (used caulk tubes, foam cans, steel wool scraps) in accordance with local hazardous waste regulations. Return all reusable tools to the maintenance storage area.

Regulatory Disclaimer: This document is a generic maintenance template provided for educational and informational purposes only. It does not constitute professional engineering or reliability advice. The end-user assumes all liability for validating all step sequences, torque specs, and LOTO protocols against specific machinery OEM manuals before deployment to a live production floor.