



Exterior Inspection Form Instructions

The goal of the Exclusion Inspection Form is to help you find and document openings that could allow pest entry into a building. This form applies to commercial and residential buildings.

Inspection: The instructions below will help you complete a thorough inspection.

1. **Pick a starting point.** Typically, a front door or main entrance is a good place to start.
2. **Right or Left-Hand Lead.** The best way to see all parts of a building is to follow the walls in one direction, as if your hand was on that wall as you walked around. Your inspection is complete when you have gone around the entire building and end up back at your starting point.
3. **Stay in Contact.** During your inspection, you must be close enough to the building to touch it at all times. This might mean you are behind or on top of landscape plantings.
4. **Look From Every Angle.** As you move along the wall, look up and down for openings. You might have to get low to check for openings at the sill plate (where the foundation meets the siding) or other hard to see areas. Remember that most pests are crawling at ground level and have a different perspective than you.

Pay Special Attention. Common areas of pest entry include:

- Doors: under doors, between double doors, loading docks
 - Utility Penetrations: gaps around pipes and wires
 - Sill Plate: gaps between construction materials
 - Windows: loose or torn screens, weep holes, water damage
 - Roof Line: soffits, water damage at gutters
5. **Test Openings.** Pests can enter through openings of different sizes. During your inspection you'll want to record the size of the largest animal that can pass through. Size references are listed on the form [insect 1/8" (business card width), mouse 3/8" (pencil), rat 3/4" (quarter, 25¢), raccoon 4" (softball)]. This information will help you decide what type of exclusion material and technique to use.
 6. **Record Pest Observations.** Look for pests, pest evidence and conditions conducive to pests: food, water and shelter. Openings near "conducive conditions" are a higher exclusion priority.
 7. **Record on a Map.** A facility blueprint, a Google map of the building footprint, a fire escape map, or a hand-drawn map are necessary to record where openings were found. If no official map is available, use the form on the back of this page to draw one. Each time you identify an opening, it should be recorded on the map.

Prioritize Exclusion: After completing your inspection, you will want to prioritize which openings are critical for exclusion. It is possible that your budget will allow you to seal all openings at once. If not, consider which openings are most likely to allow pest entry. These may be the openings closest to sources of food, water and shelter, areas with easy access to the building (e.g. loading dock), or where you observed pest evidence.



Sketch of Property

Sketch the footprint (outline) of the building to indicate the location of exclusion faults, pest activity, conducive conditions and other features.

Indicate North

Legend & Notes