Checklist for Anti-rodent Work (Shopping Centres)

Inspection items \ Inspection date										
(1) The premises/storerooms/plant rooms have been kept clean and tidy.										
(2) Food remnants and refuse has been disposed of properly in covered rubbish bins, which have been cleared daily.										
(3) Decorative designs have been checked and free from harbourage space of rodents.										
(4) The false ceiling panels have been checked and the damaged ones have been replaced.										
(5) The false ceiling has been partitioned into smaller compartments to restrict rodent movement.										
(6) A clear space of at least 1m between a false ceiling and any articles to prevent rodents from travelling between the false ceiling and the floor has been maintained.										
(7) Rat guards with material with rodent proofs and the size not smaller than 30 cm at vertical pipes leading to ceiling have been installed properly.										
(8) All holes or voids have been blocked up by galvanised wire-nettings / balls especially those passings from room to room or from floor to floor.										
(9) All chunks have been sealed properly on both ends with galvanised wire-netting/balls or any other rodent proofing materials.										
(10) Accumulated articles have been removed.										
(11) All openings left in the external walls, floors and ceilings after the installation of pipes, wires or split-type air conditioners have been sealed using metal plates or cement.										
(12) The threshold clearance of doors has been lowered to not more than 6 mm and metal kicking plates of at least 30 cm high have been affixed to lower the edges of doors and door frames.										
(13) Wire meshes with apertures not larger than 6 mm have been installed to screen exhaust fans and ventilation louvers.										
(14) Goods has been stored properly and goods on pallets has been placed at least 21cm above the ground and 45 cm from adjacent walls.										
(15) The refuse storage chamber has been properly maintained and cleansed.										
(16) Used refuse bins have been cleansed properly.										
Inspected by:										
Signature:										

Note:
- Adding a "✓" in the box indicates that the condition is satisfactory.
- Adding a "✗" in the box indicates that irregularity is detected and rectifying action should be taken immediately. After rectifying work has been taken, please confirm by countersigning on the corresponding box.