



Pest Management System Quick Reference Guide

Escalation Process	Pest activity from rodents, roaches, and ants is classified as URGENT .
	Report pest activity in the cafeteria immediately!
	A 24 to 48-hour response is required for rodent, roach, and ant activity.
	It is possible an inspection will take place outside regular business hours. Check the pest management report system to see if there is an inspection in progress.
	If there is no inspection within 24 to 48 hours contact your AFSS.
	The AFSS will contact the Senior Pest Technician for the area.
	South: David Lerma – David.lerma@lausd.net – (323) 789-500
	North: Jose Medina – Jose.medina1@lausd.net – (213) 792-5254
	Central/East/West: - Mikel Enriquez – Miguel.enriquez@lausd.net – (213) 745-1400
Reporting Pest Activity in the Cafeteria	FSM will look for signs of pest activity in the cafeteria/surrounding areas.
	Managers train their employees to recognize signs of pests.
	FSW will inform manager of signs of pest activity in the cafeteria/surrounding areas.
	From the “Training & Resources” page of the Café LA website, in the “M&O Maintenance & Operations” section, click on “M & O online service request.”
	Login to the Facilities Services Division, using your Single Sign-on.
	Login takes you to the FSD Service Request Page. If permission is denied, contact your Staff Aide.
	WEST/EAST - Lisa Hess - lisa.hess@lausd.net
	CENTRAL - Ricky Miramontes - ricardo.miramontes@lausd.net
	NORTH - Michael Lewis - michael.l.lewis@lausd.net
	SOUTH – Preeti - ms.preeti@lausd.net
	Complete the “Submit a Service Request” page, enter “Pest Control” as the craft. , then click “Save and Continue.”



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	1 st email is an email from M & O. From the email click on “Verify Request.”
	2 nd email is an email from M & O confirming the successful validation of the service request.
	Pest Control Technician will conduct a site visit to determine the source of the pest activity. Inspector will input the report into Pest Report System.
FSM/AFSS Accessing the Pest Report	Manager will receive an email notification when the pest report is complete.
	Email notification will provide a link to the Pest Inspection Report System.
	Follow the link from the system email or go to: https://facapps.lausd.net/ords/f?p=925
	The preferred browser for the pest report system is Chrome. If you have trouble logging in contact Miguel Lopez – (213) 264-2478
	The home screen will contain a list of the pest reports
	Use the search feature to narrow the results to an individual school. Enter the school name then click “Go”
	Click on the Icon in the left column to access desired report.
	FSM will review the inspector comments and all other areas of the report.
	FSM will enter remarks then click the “Add” button to save the entry.
	SAMPLE REMARKS: <i>“During inspection manager noticed ants in the cafeteria and informed the inspector. The ants were not cited on the report.”</i>
	FSM will submit a M&O request if the inspector has not addressed all cafeteria pest activity.
	Click the “Print PDF” button, located in the Inspection Detail section.
	File all cafeteria pest management reports according to the Records Retention Requirements (Misc. Folder 10).