

HOBBS MUNICIPAL SCHOOLS
MAINTENANCE DEPARTMENT

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Hobbs Municipal Schools Procedures for Pesticide Application

- 1) Custodian will be notified of the presence and specific location of pests (SBE 9.13.4c)
- 2) Custodian will notify principal
- 3) Principal will notify Maintenance Department
 - a. Work Order (non-emergency)
 - b. Phone call and Work Order (emergency)
- 4) Maintenance Department will schedule with vendor an exact time and date for application
 - a. Vendor must be able to apply on schedule as agreed
- 5) Maintenance will notify principal of application time and date
- 6) School will notify the necessary parents/guardians of the application date, time and pesticide/material to be applied (SBE 9.13.4e), via mailing and/or posted notification
- 7) The vendor will apply the pesticide in the specific location defined by the custodian
 - a. A custodian or school representative must be available to unlock and lock building and doors
- 8) At the time of each application:
 - a. Make a copy of your school/facility map
 - b. The applicator will mark the locations where chemical was applied
 - c. He and building representative will sign, date, and list the time of day on the copy of the map, to be kept in school notebook (SBE9.13.4f)