* A visual inspection of the facility must be undertaken on at least a monthly basis for any visible pests or the presence of pests e.g. cobwebs, rodent faeces or dead pests.
* The date and who undertook the inspection should be noted on the log sheet even if no pests have been observed.
* If pests have been observed, the date, type of pest observed and the action taken should be noted.
* Report pest control problems to Campus Life on ext. 8888.
* Pest infestations should be reported to the Griffith University Biosafety Team at [ubc@griffith.edu.au](mailto:ubc@griffith.edu.au).

| **AA Operator Name:** |  |
| --- | --- |
| **AA Operator Contact Details:** |  |

| **Date:** | **Name:** | **Pests Observed** | **Action Taken:** |
| --- | --- | --- | --- |
| **January:** |  |  |  |
| **February:** |  |  |  |
| **March:** |  |  |  |
| **April:** |  |  |  |
| **May:** |  |  |  |
| **June:** |  |  |  |
| **July:** |  |  |  |
| **August:** |  |  |  |
| **September:** |  |  |  |
| **October:** |  |  |  |
| **November:** |  |  |  |
| **December:** |  |  |  |