FOOD SERVICE PEST REFERENCE · FREE TOOL

Pest Records Binder

A printable, inspector-ready logbook: sightings log, service-visit record, corrective-action log, monitor and station map, delivery-inspection log, and staff sign-off. Organized so a manager can hand it to an inspector, an insurer or a lawyer and let it speak.

Prepared by Trenton S. Frazer, M.S., BCE #B3413 · Version 1.0, November 3, 2026 · Not legal advice

How to use this document

Print the six pages, put them in a binder by the office door with a pen on a string, and file every county inspection report and every pest-company service report behind them by date. Write entries the day they happen, in plain words about what was seen and what was done; never reconstruct a log afterward. Utah requires your pest company to record every pesticide application within 24 hours and keep it two years (Utah Admin. Code R68-7-11(11)); your copy of each service report goes in section 2. The one column that decides whether this binder helps you is the "what was done" column: keep it filled. Not legal advice.

1. Sightings log

One line per sighting, by anyone, anywhere on the premises. This page proves you knew; the next pages prove what you did.

Date / time	Where (exact spot)	What was seen (species if known; photo?)	Seen by	Told whom	Action taken and date
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

2. Service-visit record

One line per visit by your pest control company. File the technician's own report behind this page. The report must show the product, its EPA registration number, the amount, the target site and pest, and the applicator's license number; if it does not, ask for one that does.

Date	Company / technician / license no.	Areas inspected or treated	Products (name, EPA reg. no.)	Devices checked (counts)	Findings and recommendations	Report filed? (initials)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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3. Corrective-action log

One line for every pest line on a county report and every sighting that needed a fix. In Salt Lake County, critical items are corrected at the time of inspection or within 10 days by agreement; non-critical items within 30 days (Health Regulation #5, § 7.3.2). Write the date the Department set.

Date found	Source (inspection date and code, or sighting)	What was found and where	Fix (what, exactly)	Who (staff / maintenance / pest co. / landlord)	Date due (set by Dept.)	Date
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Date found	Source (inspection date and code, or sighting)	What was found and where	Fix (what, exactly)	Who (staff / maintenance / pest co. / landlord)	Date due (set by Dept.)	Date
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

4. Monitor and station map

Sketch the floor plan in the box, number every monitor, glue board, snap trap and bait station, and log the count at every check. A station that reads zero for three months is a building that is sealed; a station that climbs is a work order.

Floor plan (number each device; mark the back door, dish area, dry storage, walk-in, bar, line, restrooms, dumpster):

[ ]

[ ]

[ ]

Device no.	Type (monitor / glue / snap / bait station)	Location	Date checked	Count or finding	Bait replaced? (Y/N)	Checked by
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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5. Delivery-inspection log

The Food Code's first duty under Controlling Pests is inspecting incoming shipments (6-501.111(A)). One line per delivery; note what was refused and why.

Date	Supplier	What was checked (boxes, produce, pallets)	Pests or signs found? (describe)	Refused / accepted	Checked by
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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6. Staff sign-off

Each employee signs after the five-minute training: report sightings, never spray, do not touch devices, remove dead pests and wipe the area, keep the back door closed.

Employee name	Position	Trained by	Date	Signature (employee)	Language (EN / ES)
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Employee name	Position	Trained by	Date	Signature (employee)	Language (EN / ES)
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