

FREE OPERATIONAL TEMPLATE

Pest Sighting Log Checklist

Use this 60-point checklist to capture pest sightings, exact location, live evidence, affected food or packaging, immediate containment, provider response, follow-up verification, trends, and corrective-action closure.

Site / location

Log date / time

Reported by

Manager / provider

1. Log setup, site profile, reporting rules, and ownership

1

Confirm the site, exact operating area, log date, reporting period, reviewer, site manager, and pest-control provider covered by the log.

PEST SIGHTING LOG

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

2

Verify the pest sighting log captures date, time, exact location, reporter, pest or evidence type, quantity, activity, photograph, and immediate action.

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

3

Define which sightings and signs must be logged, including live or dead pests, droppings, gnawing, webbing, nesting, feathers, tracks, odour, and damaged stock.

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

4

Confirm urgent reporting and escalation routes for activity in food areas, product contamination, exposed bait, widespread infestation, or repeated sightings.

CRITICAL

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

5

Review recent pest sightings, contractor findings, customer complaints, affected stock, open proofing repairs, and overdue corrective actions.

CRITICAL

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

6

Assign named ownership for containment, product hold, cleaning, maintenance, contractor callout, investigation, verification, escalation, and closure.

PEST SIGHTING LOG

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

Execution tip:

Define what must be reported, who must be contacted, and which findings require immediate containment before the log is used.

2. Immediate sighting capture, evidence, location, and notification

- 7 Record the date, exact time, site, floor, room, zone, equipment, shelf, drain, doorway, or other precise location where the pest or evidence was found.

PEST SIGHTING LOG

COUNT	Enter	LOCATION	Enter	DEVICE ID	Enter
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 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

- 8 Capture a clear live photo or video showing the pest, evidence, surrounding area, nearby product, access point, and a reference for scale where practical.

PEST SIGHTING LOG

Contained	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

- 9 Record whether the pest was live or dead, the estimated count, size or life stage, direction of movement, activity level, and whether evidence appears fresh.

PEST SIGHTING LOG

COUNT	Enter	LOCATION	Enter	DEVICE ID	Enter
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 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

- 10 Identify nearby food, ingredients, packaging, utensils, equipment, waste, water, heat, shelter, open doors, drains, or other conditions linked to the sighting.

PEST SIGHTING LOG

Contained	Needs action	Critical	LIVE PHOTO	Add
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 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

- 11 Stop work and isolate affected food, packaging, utensils, equipment, or the area whenever pest contact or contamination cannot be ruled out.

CRITICAL

PEST SIGHTING LOG

COUNT	Enter	LOCATION	Enter	DEVICE ID	Enter
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 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

- 12 Notify the site manager, food safety or quality owner, maintenance team, and pest-control provider according to the approved escalation rule.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Record the sighting before cleaning or moving evidence when safe to do so, then protect food and notify the responsible manager without delay.

3. Rodent sightings, droppings, gnawing, routes, and trap evidence

- 13** Record any live or dead mouse, rat, or other rodent sighting with species if known, estimated size, count, behaviour, direction, and exact location.

CRITICAL

PEST SIGHTING LOG

COUNT Enter LOCATION Enter DEVICE ID Enter

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

- 14** Inspect and record droppings, urine staining, smear marks, footprints, tail marks, gnaw damage, burrows, nesting material, odour, and damaged packaging.

CRITICAL

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

- 15** Identify the likely travel route or harbourage through wall edges, ceiling voids, pipework, drains, racks, equipment bases, pallets, vegetation, or waste areas.

PEST SIGHTING LOG

Compliant Partial Non-compliant N/A

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

- 16** Check nearby doors, dock levellers, thresholds, drains, wall penetrations, ceiling gaps, cable routes, service ducts, and damaged proofing for entry points.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

- 17** Hold or dispose of food, packaging, utensils, and cleanable items that may have been contaminated, and record the affected batch, quantity, and decision.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

- 18** Record the nearest trap, bait station, tracking device, or monitoring point ID, its condition, recent capture or consumption data, and whether service is required.

PEST SIGHTING LOG

COUNT Enter LOCATION Enter DEVICE ID Enter

 **Execution tip:** Treat fresh rodent evidence near food, packaging, or food-contact areas as urgent and preserve enough detail to support a focused investigation.

4. Flying insects, drains, waste, doors, lights, and source tracing

19

Record flies, drain flies, fruit flies, moths, mosquitoes, wasps, beetles, or other flying insects with estimated count, activity, and exact location.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

20

Observe and record the likely source or flight direction near doors, windows, drains, waste, beverage stations, produce, lights, ceilings, and moisture points.

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

21

Check insect light traps or monitoring devices for current activity, device ID, glue-board date, catch level, species pattern, condition, and correct positioning.

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

22

Inspect external doors, windows, screens, air curtains, strip curtains, dock openings, roof vents, and service penetrations for gaps or ineffective controls.

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

23

Inspect drains, wet areas, leaks, organic residue, waste containers, beverage lines, mop sinks, grease points, and stagnant water for breeding conditions.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

24

Protect exposed food and clean food-contact surfaces when flying insects enter a food area, and record disposal, cleaning, or temporary shutdown completed.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

Execution tip:

Trace flying insects back to likely entry or breeding sources instead of recording only the point where they were noticed.

5. Crawling insects and stored-product pest sightings

25 Record cockroaches, ants, beetles, weevils, mites, silverfish, spiders, larvae, or other crawling pests with estimated count and exact location.

PEST SIGHTING LOG

COUNT	Enter	LOCATION	Enter	DEVICE ID	Enter
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 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

26 Inspect cracks, wall-floor junctions, warm equipment, electrical panels, drains, lockers, cardboard, pallets, dry stores, and concealed spaces for related evidence.

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action

 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

27 Inspect flour, grains, spices, nuts, seeds, dried goods, pet food, packaging seams, residual dust, and opened stock for webbing, larvae, holes, frass, or insects.

CRITICAL

PEST SIGHTING LOG

Compliant Partial Non-compliant N/A

 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

28 Identify and record affected products, suppliers, batch or lot codes, delivery dates, use-by dates, storage locations, opened status, and affected quantity.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

29 Segregate suspect stock, stop its use or dispatch, label the hold clearly, protect adjacent products, and notify quality or food safety for disposition.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

30 Inspect adjacent stock and shelves, remove debris and damaged packaging, clean the area, eliminate moisture or harbourage, and request treatment or repair.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 Execution tip: Inspect the surrounding stock and hidden harbourage because crawling and stored-product pests are often more widespread than the first visible sign.

6. Birds, wildlife, stray animals, and external pest activity

31

Record birds, nesting, feathers, droppings, carcasses, damaged netting, roosting, or repeated flight paths around roofs, canopies, loading areas, and yards.

CRITICAL

PEST SIGHTING LOG

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

32

Inspect loading bays, roof edges, ledges, plant rooms, external stores, canopies, signs, gutters, and service structures for nesting or access to the building.

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

33

Record stray animals or wildlife such as cats, dogs, squirrels, bats, reptiles, or other local pests entering or approaching food, waste, or receiving areas.

CRITICAL

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

34

Assess open waste, food spills, vegetation, stored materials, stagnant water, exterior lighting, neighbouring activity, construction, and drainage as attractants.

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

35

Protect goods held outdoors or in receiving areas, inspect deliveries before entry, and hold any packaging or food affected by droppings, damage, or contact.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

36

Create and track actions for netting, spikes, door controls, landscaping, waste removal, drainage, cleaning, contractor support, or other external controls.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

Execution tip:

Record external activity before it becomes an internal infestation and connect sightings to proofing, waste, vegetation, water, and receiving controls.

7. Food, packaging, equipment, and customer impact assessment

- 37** Assess whether the pest or evidence contacted food, ingredients, packaging, utensils, food-contact surfaces, ice, water, equipment, displays, or customer areas.

CRITICAL

PEST SIGHTING LOG

NAME Enter DATE / TIME Enter APPROVAL Sign

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

- 38** Record every affected or potentially affected product, batch, lot, quantity, storage position, preparation stage, order, delivery, or service period.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

- 39** Apply the approved hold, quarantine, disposal, rework, cleaning, withdrawal, or release decision and record the authorized decision maker and evidence.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

- 40** Record any customer or employee exposure, complaint, returned product, illness concern, damaged order, refund, service interruption, or external notification.

PEST SIGHTING LOG

Contained
Needs action
Critical
 Add

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

- 41** Verify contaminated or exposed areas, equipment, utensils, shelves, drains, and surfaces are cleaned and disinfected using the approved method.

PEST SIGHTING LOG

COUNT Enter LOCATION Enter DEVICE ID Enter

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

- 42** Obtain documented food safety or quality approval before held product, equipment, rooms, or service areas return to normal use.

CRITICAL

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

 **Execution tip:** Document the full contamination risk and product decision, not only the pest sighting, so release or disposal can be verified later.

8. Containment, cleaning, maintenance, and pest-control response

43

Record immediate containment completed, including stopping work, covering food, restricting access, isolating stock, removing waste, or relocating activity.

CRITICAL

PEST SIGHTING LOG

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

44

Record the cleanup method, chemicals used, waste disposal, protective equipment, food-contact precautions, responsible employee, and completion time.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

45

Assign maintenance actions for doors, seals, gaps, screens, drains, leaks, walls, ceilings, equipment, lighting, ventilation, and other entry or harbourage points.

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

46

Record pest-control provider contact time, arrival time, technician, visit reference, areas inspected, devices checked, evidence found, and treatment completed.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

47

Verify any bait, pesticide, insecticide, rodenticide, lure, or treatment was approved, labelled, protected from food, and applied by an authorized person.

CRITICAL

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

48

Record provider recommendations, site responsibilities, temporary controls, return visit, monitoring changes, cleaning, repairs, and required verification.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status

🔍

Execution tip:

Link every sighting to immediate containment and root-cause action so the log becomes an operational response record rather than a passive register.

9. Follow-up verification, device checks, recurrence, and trend review

49

Reinspect the exact sighting location and surrounding area after containment, cleaning, repair, or treatment, and record the date, time, reviewer, and result.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

50

Check nearby traps, bait stations, insect light traps, glue boards, tracking patches, monitors, and device IDs for fresh activity or service needs.

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

51

Confirm there is no fresh pest evidence over the defined verification period and record any repeated finding, additional treatment, or extended monitoring.

CRITICAL

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

52

Review recurrence by pest type, exact location, time, shift, day, season, product, supplier, receiving route, device, and responsible operational area.

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

53

Compare sightings with cleaning gaps, waste, leaks, open doors, deliveries, weather, nearby construction, vegetation, equipment movement, and building damage.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

54

Update the site map, monitoring point, service frequency, inspection route, cleaning plan, supplier control, proofing standard, or training when trends require it.

PEST SIGHTING LOG

Finding	Priority	Owner	Due	Evidence	Status



Execution tip:

Keep the sighting open until the exact location and surrounding risk area have been rechecked over an appropriate verification period.

10. Corrective actions, escalation, closure, trends, and management sign-off

55 Classify the sighting as critical, major, minor, or observation using the approved criteria for activity, contamination, location, recurrence, and spread.

CRITICAL

PEST SIGHTING LOG

Contained

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

56 Assign every corrective action to a named owner with priority, due date, required proof, temporary control, escalation route, and responsible approver.

CRITICAL

PEST SIGHTING LOG

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

57 Escalate repeated sightings, widespread activity, contaminated product, failed treatment, overdue proofing, or unresolved causes to the appropriate management level.

CRITICAL

PEST SIGHTING LOG

Compliant

Partial

Non-compliant

N/A



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

58 Verify closure through repeat inspection, live photos, zero-activity records, device results, contractor report, repair proof, cleaning records, or product disposition.

CRITICAL

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

59 Review trends across sites, pest types, zones, suppliers, seasons, devices, response times, overdue actions, repeat causes, and closure effectiveness.

PEST SIGHTING LOG

COUNT

Enter

LOCATION

Enter

DEVICE ID

Enter



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

60 Record the final status, unresolved risks, next review date, site manager, food safety or quality reviewer, pest-control provider where needed, and signatures.

CRITICAL

PEST SIGHTING LOG

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip:

Close the log only when objective evidence confirms the activity is controlled, product decisions are complete, and the root cause has been addressed.

RUN THIS CHECKLIST DIGITALLY

Turn pest sightings into verified site protection

Use Taqtics to capture live evidence, alert responsible teams, hold affected product, assign proofing and sanitation actions, verify closure, and compare recurring pest risks across every location.

Try the Pest Sighting Log Checklist in Taqtics