Safety & Risk Management Policies and Procedures

Title: Mold Policy
Date: August 2013

Rationale: Mold is a common allergen and could present potential health risks. Southwestern University created a policy and procedures for the assessment and cleaning of mold contamination.

Goals: To establish a system to help educate, prevent, control or mitigate mold related building problems.

Policy and Procedure: The Mold Policy covers the following:

- How to report and inspect mold contamination in campus spaces.
- Communication, training and team based approach to mold incidents.
- How to properly clean mold infected surfaces.
- A maintenance plan to prevent mold contamination.

Mold Policy and Procedure

Reporting Mold Contamination

- Building occupants and Physical Plant staff should immediately report potential mold contamination to Physical Plant by issuing a work order request through School Dude or by calling x1914.

Inspection and Assessment

- Manager of Housekeeping/Grounds or Manager of Mechanical Services will take the lead and coordinate services and ensure mold assessment and remediation are completed and documented in schooldude system. Effective communication and coordination among mold team members is essential to successfully manage a mold response.
- Administrative Assistant will send a copy of mold work order via schooldude messaging to Managers of P.P., Director of Campus Safety & Risk Management and A.V.P. for Facilities.
- A team based approach should be used to inspect the area and determine the cause (source of water/moisture). The mold assessment should consist of a visual inspection to determine the presence of mold, the scope of building materials involved, and most importantly, determine the most likely source that caused the mold growth.
- Control of the water/moisture source is the primary concern and should be addressed immediately by the appropriate Department/Supervisor. The Lead Manager will contact the Director of Campus Safety for consultation if the scope approaches 25 square feet or occupant health related concerns are involved.
- A more comprehensive mold assessment by Director of Campus Safety & Risk Management may be conducted when site specific conditions and health concerns warrant. Bulk and air sampling, analysis, and interpretation is limited to specific conditions that warrant analytical techniques.

Water Leaks (Flood)

- Building occupants and Physical Plant staff should immediately report water leaks/floods to Physical Plant by issuing a work order request through School Dude or by calling x1914.
- Administrative Assistant will send a copy of water leak/flood work order via schooldude messaging to Managers of P.P., Director of Campus Safety & Risk Management and A.V.P. for Facilities.
- Physical plant staff will quickly remove standing water and simultaneously assess water damaged materials when they respond to a water leak/flood call. Action must be taken within 24 hours to dry all affected materials in order to prevent mold contamination. This usually involves the use of water extractors, dehumidifiers and fans and/or the larger HEPA filtered air scrubbers (located in the 4th floor FJS mechanical room).

Surface Cleaning for Materials with Potential for Mold Growth

- A site specific mold remediation plan to properly clean-up, remove, or replace mold contaminated materials should be completed when warranted. The plan should be posted on site throughout the remediation project by the supervisor in charge. Staff involved in the remediation plan need to be informed and follow the specific details of the plan.
- Trained housekeeping staff will be used to clean and decontaminate materials/surfaces that do not involve material demolition (removal of wet/damaged sheetrock) for non-regulated projects (< 25 contiguous square feet).
- Trained physical plant staff will be used for removal of water damaged materials (demolition) for non-regulated projects (<25 contiguous square feet).

Southwestern University's Multidisciplinary Mold Team

1. Managers of Physical Plant
2. HVAC Supervisor/Architectural Supervisor
3. Housekeeping Supervisor
4. Director of Campus Safety & Risk Management
5. Others as needed (Vendors)
6. Backup staff should be identified and trained to fill in when a team member is unavailable.

*Towards the end of this document is a list of current team members and contact information.

Regulations

Mold assessment and remediation activities are regulated by the Texas Department of Health.

- A mold assessment (scope over 25 contiguous square feet per component) should be conducted by a licensed mold assessment consultant.
- Mold remediation (scope over 25 contiguous square feet per component) should be conducted by a licensed mold remediation contractor.

Contact the Director of Campus Safety & Risk Management for assessment and coordination.

Mold Contaminated Material Guide

Non-porous surfaces: desks, furniture, doors/frames, window sills/frames, metal air vents, etc

- These items can usually be effectively cleaned/decontaminated.

Semi-porous or porous items: carpets, fabric covered furniture, books, wood, etc.

- These items may be able to be cleaned/decontaminated satisfactorily, but may require special handling.

Building materials: sheetrock walls/ceilings, ceiling tiles, fiberglass insulation.

- These items usually cannot be properly cleaned/decontaminated (unless they are coated and sealed) and should generally be removed and replaced.

General Mold Cleaning Process SOP (standard operating procedure)

Safety and Personal Protective Equipment

- Wear safety glasses (goggles are preferred), latex or nitrile gloves, and charcoal lined N95 mask (or 3M 8247 respirator when using Sparquat).
- N95 dust mask for detergent or HEPA vacuum cleaning may be used. Protective coveralls (Tyvek when scope is larger) should be worn.

Cleaning Process:

- First, clean all visible dust and visible mold debris with slightly damp disposable cloth using disinfectant cleaner (Sparquat 256) or use a HEPA vacuum pulling in one direction towards you. **Do not re-contaminate objects with a dirty cloth.** Use steri-wipe method – after a few wipes fold cloth in half. In some cases where mold is thick or very dry, use special HEPA vacuum with attachment brush tool first, before wet cleaning to carefully and thoroughly clean dry mold contaminated surfaces (slowly pull vacuum brush over contaminated surfaces in one direction towards you).
- Second, disinfect all potentially contaminated surfaces with a clean disposable cloth damp with disinfectant (Sparquat 256) and allow disinfectant to sit on surfaces for 10 minutes. Change rags frequently! You can also spray mist Sparquat 256 directly on the surface, wait 10 minutes then use a dry cloth to wipe surface clean and dry.
- After 10 minutes, dry surfaces with a clean dry cloth or set up fans to dry surfaces.
- For some clean-up projects (> 15 – 25 sq. ft) it may be prudent to set up a HEPA filtered air scrubber in the area to prevent mold migration (two air scrubbers are stored in FJS 4th floor mechanical room).

Maintenance Program

- Good preventive maintenance and housekeeping practices are at the core of establishing and maintaining good indoor air quality in buildings. There are 3 basic steps:
  1. Routine inspections – Surveillance & rapid response to water intrusion problems/signs with a team-based approach and involvement.
  2. Implement preventative maintenance program on HVAC and associated materials that can be adversely affected. Keeping RH% at or below 60% will help to reduce the likelihood of mold growth due to high humidity levels.
  3. Managed housekeeping program with an emphasis on water reduction cleaning techniques & proper drying (fans & de-humidifiers).

- A housekeeping plan should be developed and implemented to reduce/eliminate wet carpet cleaning across campus. Wet carpet shampooing should not be conducted in buildings that have high humidity and recurring mold growth problems due to humidity and HVAC problems. These buildings include FJS, Mood, Cullen, and the Chapel. All wet cleaning procedures (floor cleaning/stripping/waxing) should include enhanced dry out techniques to quickly reduce high humidity levels and inhibit mold contamination.
  TIPS:
  1. Try to avoid wet floor cleaning/stripping projects on rainy humid days.
  2. Use spot cleaning rather than cleaning every week on schedule (clean only what is dirty).

3. Consider a steam cleaning process vs. wet carpet shampooing (reduces water by more than 80%).

- A HVAC routine preventative maintenance program should be developed and implemented to reduce or eliminate water leaks (many caused by condensation), clean coils, pans, drain lines, supply and return diffuser grills, change filters, & maintaining well sealed pipe insulation. PM services should be based on building specific needs and be documented when completed in School Dude.

List of Mold Team Members

- Director of Campus Safety & Risk Management – Michael DeLance – 512-818-0696
- Managers of Physical Plant: Shorty Schwartz – 512-751-7780 and Manuel Cordero – 443-528-1908
- Housekeeping Supervisor: Ruben Torres– 512-419-8038
- HVAC/Trades Supervisors, Tom Williams – 512-630-6101, – Kenny Cervenka – 512-497-5632
- Others as needed
- **Remediation Vendors**:
  1. Blackmon-Mooring – Brain Calbeck – 512-848-6764 (cell) or Dispatch – 877-730-1948
  2. SERVPRO – Cheryl Praytor – 512-318-2200 (office). The call will roll over to an on-call person at night.

MOLD RESPONSE PROTOCOL

Normal Hours

1. Responder contacts Helen/Viola to issue immediate work order.
2. Helen/Viola provides immediate notification via Schooldude e-mail to Bob Mathis, Joe LePage, Michael DeLance, Tom Boulmay, Manuel Cordero.
3. Lead person will develop a remediation plan on the day of incident. The following will be designated as lead person: HVAC source - Tom Boulmay or Shorty Schwartz. Hot water heater - Tom Boulmay or Kenny Cervenka. Flood from rain, toilets, etc - Manuel Cordero or Ruben Torres.
4. Lead person follows up and pulls in appropriate resources, other supervisors, communicates status and follows remediation plan to completion.
5. Lead person communicates and reviews remediation plan and updates to Michael DeLance, upon development of plan - "same day".

OFF HOURS

1. Responder (Supervisor) provides immediate notification via e-mail to Bob Mathis, Joe LePage, Michael DeLance, Tom Boulmay, Manuel Cordero and Helen/Viola. Upon return to work - Helen/Viola issues Schooldude work order.
2. Lead person will develop a remediation plan on the day of incident. The following will be designated as lead person: HVAC source - Tom Boulmay or Shorty Schwartz. Hot water heater - Tom Boulmay or Kenny Cervenka. Flood from rain, toilets, etc - Manuel Cordero or Ruben Torres.
3. Lead person follows up and pulls in appropriate resources, other supervisors, communicates status and follows remediation plan to completion.
4. Lead person communicates and reviews remediation plan and updates to Michael DeLance, upon development of plan - "same day".

PLEASE NOTE:

A lead person is a PP Manager or Supervisor.

A remediation plan should be clearly communicated to all Supervisors involved. Assigned roles are critical to a successful project.

In cases where sheetrock or other materials are wet - Lead person designates individual to conduct moisture monitoring and should be kept aware on moisture status.

In cases where HVAC - AC is affected - it is important to repair the same day of incident (whenever feasible) and keep AC running along with immediate placement of fans or use of water extraction.

REMINDER: we have two large commercial dehumidifiers, an air scrubber which can be used for HEPA filtration and mass ventilation, as well as the fans and water extractors.

Thank you for your active role in preventing mold contamination/air quality issues to our facilities.

Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed_____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____ _____

VP's _____ _____

President _____