Mold Management Plan

Reporting Mold Contamination

Building occupants and Physical Plant staff should report mold contamination via e-mail to Physical Plant [fix-it@southwestern.edu] or by calling x1914. A work order will be generated to inspect and assess the problem.

Inspection and Assessment

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, determine the most likely source that caused mold growth. Control of the water/moisture source is the primary concern and should be addressed immediately by appropriate Physical Plant Supervisor. The Director of Physical Plant will contact the Director of Campus Safety for assistance if the scope approaches 25 sq feet or health related concerns are involved. A more comprehensive mold assessment involving bulk and air sampling, analysis and interpretation may be conducted when site specific conditions and health concerns warrant.

Water Leaks (Flood)

Physical plant staff will be trained to quickly remove standing water and simultaneously assess water damaged materials when they respond to the leak call. Action must be taken within 24 hours to dry all affected materials to prevent mold contamination. This involves the use of de-humidifiers and fans and/or heap filtered air scrubber.

Mold Remediation

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 conspicuously 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 by their supervisor.

Trained housekeeping staff will be used to clean and decontaminate mold contaminated materials that do not involve material demolition for non-regulated projects.

Trained physical plant staff will be used for removal of mold contaminated materials (demolition) for non-regulated projects.

Southwestern’s Multidisciplinary Mold Team

1. Director of Physical Plant
2. HVAC Supervisor
3. Housekeeping Supervisor
4. Director of Campus Safety & Risk Management
5. Others as needed
Backup staff should be identified and trained to fill in when a team member is unavailable. Attached 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 sq. ft. per component) should be conducted by a licensed mold assessment consultant.

- Mold remediation (scope over 25 contiguous sq. ft. per component) should be conducted by a licensed mold remediation contractor.

**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 – Personal Protective Equipment**

- Wear safety glasses (goggles are preferred), latex or nitrile gloves, charcoal lined N95 mask: 3M 8247 respirator when using sparquat. N95 dust mask for detergent or hepa vac cleaning may be used. Protective coveralls (tyvek when scope is larger)

**Cleaning Process:**

- First, clean all visible dust and visible mold debris with slightly damp cloth using a common detergent (do not re-contaminate objects). Use steri-wipe method – after each wipe fold cloth in half.

- OR – Use special HEPA vacuum with attachment brush tool to carefully and thoroughly clean dry mold contaminated surfaces (slowly pull vac brush over contaminated surfaces in one direction).

- Second, clean all contaminated surfaces with a clean rag damp with disinfectant (sparquat) and allow disinfectant to sit on surfaces for 10 minutes. Change rags frequently!

- After 10 minutes, dry surfaces with a clean dry cloth or set up fans.

- Change rags very frequently during this process so you do not re-contaminate surfaces!

- For some clean-up projects (> 15 – 25 sq) it may be necessary to set up hepa filtered air scrubber in area to prevent mold migration (two air scrubbers are stored in FJS new wing mechanical room).
Additional Information:

Good preventive maintenance and housekeeping practices are at the core of establishing and maintaining good indoor air quality in buildings. Three basic steps:

- Routine inspections – surveillance & rapid response to water intrusion problems/signs
- Implement preventative maintenance program
- Managed housekeeping program with emphasis on water reduction & 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 such as FJS, Mood, Cullen. Housekeeping should keep an inventory of these problematic buildings and train staff not to use wet carpet shampooing. All wet cleaning procedures (floor cleaning/striping/waxing) should include enhanced dry out techniques to quickly reduce high humidity levels and inhibit mold contamination (Moody Shearn)

A HVAC routine preventative maintenance program should be developed and implemented to reduce or eliminate water leaks, 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.

List of Mold Team Members

Director of Campus Safety & Risk Management – Michael DeLance – 512-818-0696
Director of Physical Plant - Joe LePage – 512-818-0052
Housekeeping Supervisor – Mario Bustos – 512-818-5342
HVAC Supervisor – Phil Collier – 512-818-1306
Others as needed