Mold Remediation Policy

INTRODUCTION

Molds and mildew are fungi that grow on the surfaces of objects, within pores, and in deteriorated materials. They can cause discoloration and odor problems, deteriorate building materials and lead to allergic reactions in susceptible individuals, as well as other health problems.

Mold can be found almost anywhere. It is impossible to eliminate all molds and mold spores in an indoor environment. The most significant aspect one must realize about mold is that growth cannot occur without moisture. High moisture is the major contributor to indoor mold growth and the key to mold control is moisture control. It takes 2-3 days for mold microorganisms to grow therefore any moisture damaged areas must be cleaned and dried within 24-48 hours.

POLICY

Benedictine University (the "University") is committed to protecting the health and safety of its students, faculty and staff from unsafe exposure to mold. The University complies with applicable laws and regulations concerning mold contamination.

The Emergency Preparedness Manager/Safety Specialist in conjunction with the Director, Facility Operations (the "Director") will be responsible for the management of possible mold growth and mold contaminated material in accordance to the State of Illinois Environmental Protection Agency's *Mold Remediation in Schools and Commercial Buildings*.

The Emergency Preparedness Manager/Safety Specialist and the Director are responsible for all University mold remediation activities and represent the University on matters of regulatory compliance. They will provide technical oversight, specifications and recommended procedures as requested by the University and will maintain a record of all mold remediation projects by the University.

Members of the University community are expected to follow good housekeeping practices for the management of mold growth and to report any situation or condition that could contribute to possible mold growth in a timely matter.

PROCEDURE

In support of this policy, the following principles will guide the Emergency Preparedness Manager/Safety Specialist, the Director and the University community in the management of mold growth and mold remediation:

- Report moisture problems (e.g. leaking pipes, toilets, sinks, roof) and spills to Facility Operations and the Emergency Preparedness Manager/Safety Specialist immediately. Moisture problems will be corrected as soon as possible.

- All wet carpeting must be rinse extracted using a carpet sanitizer and dried thoroughly using an air mover and dehumidifier within 24-48 hours.

- All wet drywall must be dried out within 24 – 48 hours of getting wet by removing the baseboard, drilling holes every 8 – 10 inches and blowing air for a period of time until which the drywall has dried completely. This will be monitored with a moisture reader. If the drywall has sat wet for longer than 48 hours after a water event, the drywall may need to be cut out and replaced.

- During humid days leave air units turned on at a temperature near 67 degrees Fahrenheit.

- Do not block the front cover of air units were the filter is located.

- Do not turn air units off and do not open windows when humidity levels are high.

- Do not get alarmed if you notice moisture in the drip pans. Moisture in the drip pan means the unit is forming condensation, meaning the unit is working.

If an indoor air quality problem is suspected but the area has no visible moisture problem or visible mold:

- Complete an *Indoor Air Quality Investigation* form. Return the form to the Emergency Preparedness Manager/Safety Specialist.

- The Emergency Preparedness Manager/Safety Specialist will make a site inspection at the earliest available time but no later than twenty-four (24) hours after the report has been filed.

- Further action will be determined based on the findings.

Where visible mold is perceived:

- Contact the Emergency Preparedness Manager/Safety Specialist immediately.

- Do not disturb the suspected substance by touching it, moving the affected item or brushing up against it.

- The Emergency Preparedness Manager/Safety Specialist will make a site inspection at the earliest available time but no later than 24 hours after being contacted.

- If the Emergency Preparedness Manager/Safety Specialist and Director agree after the inspection that there is a possible problem, it will be determined if the situation can be taken care of by trained Facility Operations personnel, a Certified Remediation vendor or if a Certified Industrial Hygienist must be contacted.

- Appropriate action will be taken based on recommendations from the Certified Industrial Hygienist.

- If test results deem so, mold remediation will be performed only by qualified contractors in accordance with established laws and regulations.

- Do not attempt to correct the problem yourself. Mold remediation requires special handling to prevent dispersing mold spores into the air and the appropriate personal protective equipment (PPE) must be utilized. Caution must be used to prevent mold and mold spores from being dispersed throughout the air where they can be inhaled by building occupants.

- Document any actions taken to remediate the problem area and keep on file.

Mold Prevention Practices

The key to mold control is moisture control. Solve moisture problems before they become mold problems.

- Have leaky plumbing and leaks in the building fixed as soon as possible

- Watch for condensation and wet spots (e.g. window sills in Founders' Woods). Have source of problem fixed as soon as possible.

- Keep heating, ventilation and air conditioning (HVAC) drip pans clean, flowing properly and unobstructed.

- Facility Operations will perform annual preventive maintenance of air unit drip pans. Biogard, a mold growth inhibitor, is part of this maintenance. It prevents slime buildup and kills mold, mildew and algae.

- Clean and dry wet or damp spots immediately or within 24 hours.

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