

# NATIONAL APARTMENT ASSOCIATION OPERATIONS & MAINTENANCE PLAN FOR MOLD AND MOISTURE CONTROL IN APARTMENT PROPERTIES



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## INTRODUCTION

Molds are a normal presence in outdoor and indoor air. When building materials have become moist or water-damaged due to excessive humidity, chronic leaks, condensation, water infiltration or flooding, molds may grow and become apparent as visible discoloration of surfaces or through the detection of "off" odors.

The purpose of these guidelines is to assist property owners and managers in establishing procedures for addressing mold. This prototype Operations & Maintenance (O&M) plan covers: (1) prevention through routine maintenance; (2) remediation and clean-up procedures; (3) effective communication with residents; (4) and maintenance of appropriate documentation. The guidance contained in this O&M plan is based, in part, on the U.S. Environmental Protection Agency's publication, *Mold Remediation in Schools and Commercial Buildings*, (<http://www.epa.gov/iaq/molds>).

Please read in full the procedures, forms and related documentation contained in this O&M plan, and contact [insert name of appropriate corporate/management contact person] with any questions relating to the O&M plan.

**Note:** The National Apartment Association lease forms program contains a mold addendum. For more information on purchasing the NAA Mold Addendum, visit [www.blumoon.com](http://www.blumoon.com).

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## I. GENERAL INFORMATION

Concern about mold in both the residential and occupational setting is escalating. While there are many unanswered questions about potential health effects of mold, it is prudent for property owners/managers to (1) repair any known conditions involving excessive moisture that could, under the right conditions, lead to mold growth and (2) clean and remove any mold growth when it occurs. In order to accomplish this objective, it is important to establish a partnership between the property's management staff and residents so that conditions that require attention are identified and dealt with promptly.

Some companies have begun to include specific lease language that informs residents of their obligation to prevent mold through routine housekeeping and to report the presence of moisture/mold in their apartment home to the management staff.

**Note:** The National Apartment Association lease contains a mold lease addendum.

In addition, companies have found it useful to provide their residents with educational information about mold and how to prevent mold growth in apartments. This information could be provided to residents as part of their move-in package. A "Tip Sheet on Mold" is found at **Attachment A**. Alternately, if you wish to provide residents with a publication that has been prepared by a state or federal entity or other groups about mold and indoor air quality in general, please see:

California Department of Health Services: Mold in My Home: What Do I Do?  
<http://www.fvhd.org/documents/Mold%20in%20My%20Home%20What%20Do%20I%20Do.htm>

Consumer Federation of America (in conjunction with the EPA): How Healthy is the Air in Your Home? A Room-by-Room Checklist for Your Home's Indoor Air  
<http://www.consumerfed.org/healthair.pdf>

U.S. Environmental Protection Agency: A Brief Guide to Mold, Moisture, and Your Home  
<http://www.epa.gov/iaq/molds>

## II. TRAINING

There are no specific training requirements currently mandated by state and federal law for workers who may remediate mold as part of their responsibilities. On-site staff should receive training necessary to carry out their responsibilities with respect to communicating with residents; cleaning, removing, and restoring damaged surfaces, and documenting all remediation efforts.

Although there are no established Permissible Exposure Levels (PELs) or Threshold Limit Values (TLVs) for mold, as part of the required training under OSHA's Hazard Communication Standard (29CFR 1910.1200), workers must be informed about safe work practices for using various chemicals, including disinfectants, and personal protective equipment, which may be a part of a mold response. Workers who may be involved in cleanup of extensive mold should be supplied with appropriate respirators, which may involve compliance with OSHA's Respiratory Protection Standard (29 CFR 1910.134). Additional information on these regulations is available at [www.osha-slc.gov/dts/osta/oshasoft/hazexp.html](http://www.osha-slc.gov/dts/osta/oshasoft/hazexp.html) and [http://www.osha-slc.gov/SLTC/respiratory\\_advisor/mainpage.html](http://www.osha-slc.gov/SLTC/respiratory_advisor/mainpage.html) respectively.

On-site staff should be familiar with procedures to deal with water intrusion/excessive moisture and appropriate remediation techniques for water-damaged surfaces. Workers should also review any company-specific policies and procedures and be familiar with the appropriate corporate/management contact person, should decisions need to be made concerning testing or activities beyond their scope of training or responsibility.

### **III. ROUTINE MAINTENANCE**

Routine maintenance and turnover activities provide on-site staff with the opportunity to monitor and correct any conditions involving moisture that could lead to the growth of mold. Treatment of mold should be incorporated into general property management activities. Staff should perform an inspection for mold as part of unit turnover inspection. Any visual mold growth should be immediately and properly remediated as part of the requirements of the turnover process. A sample monitoring checklist is found on page 4.

On-site staff should also be encouraged to monitor the property for signs of moisture, water damage or situations that may lead to conditions favorable for mold growth (e.g., leaking faucets, broken sprinkler heads) when conducting other maintenance activities. Also be aware of situations such as carpet-cleaning techniques, which may leave carpets too damp and run the risk of creating conditions favorable for mold growth.

#### **Inspection**

A visual inspection is the first step in identifying the extent of moisture damage, which may create conditions favorable for mold growth. To the maximum extent possible ceiling tiles, gypsum wallboard, cardboard, duct liner, wood, carpet, paper, and other cellulose surfaces should be given careful attention during a visual inspection. Kitchens, bathrooms, windows, and HVAC systems should also be scrutinized.

An earthy or musty odor, may also indicate that mold is present. The use of a moisture meter, to measure the saturation in building materials, is useful in evaluating the extent of water damage and determining when the appropriate moisture level has

been restored. Under further investigation, it may be necessary to look inside of wall cavities or filter areas to determine the extent of any water damage or mold growth.

Once mold growth is observed, the extent of any damaged area should be evaluated in order to determine appropriate remedial strategies based on EPA guidance. Consult Attachment B for a list of materials and equipment that are needed to deal with water intrusion/mold remediation.

### **EPA's Tips for Maintenance Personnel<sup>1</sup>**

- Fix leaky plumbing and leaks in the building envelope as soon as possible.
- Watch for condensation and wet spots. Fix source(s) of moisture intrusion as soon as possible.
- Prevent moisture due to condensation by increasing surface temperature or reducing the moisture level in air (humidity). To increase surface temperature, insulate or increase air circulation. To reduce the moisture level in air, repair leaks, increase ventilation (if outside air is cold and dry), or dehumidify (if outdoor air is warm and humid).
- Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.
- Vent moisture-generating appliances, such as dryers, to the outside where possible.
- Maintain low indoor humidity, below 60% relative humidity (RH), ideally 30-50%, if possible.
- Perform regular building/HVAC inspections and maintenance as scheduled.
- Clean and dry wet or damp spots within 48 hours.
- Don't let foundations stay wet. Provide drainage and slope the ground away from the foundation.

### **Proper HVAC Maintenance**

Improperly cycling HVAC systems, or improper use by the residents, can result in conditions of excessive humidity, which could lead to mold growth. Develop maintenance guidelines based on manufacturer's specifications for HVAC ventilation equipment (including appropriate settings, filter changes, and cleaning).

<sup>1</sup> Source: EPA, "Mold Remediation in Schools and Commercial Buildings" at p. 3 (March 2001, Updated June 2001).

## Sample Checklist

On-site staff should be encouraged to monitor the property for signs of water damage/mold growth or situations which could result in water damage (e.g., broken sprinkler head). Each unit should be surveyed for signs of water damage/mold at unit turnover. Inspection for water damage/mold should be incorporated into a community's turnover checklist. A complete unit turnover checklist can be found in other NAA CAMT materials.

Check boxes for **Clean** (areas are clean, equipment is properly functioning, no work required) or **Corrected** (deficiencies repaired). File completed checklist in unit maintenance file.

<b>Unit Exterior (signs of holding water or missing building components)</b>	clean/corrected	<b>Kitchen (note any signs of current or past signs of moisture)</b>	clean/corrected	<b>Bedroom (s) Indicate Locations</b>	clean/corrected
Check Roof		Check Inside all Cabinets		Check Windows	
Check Gutters/Downspouts		Check Sink		Check Sliding Doors	
Check Stairs		Check Faucets		Check Walls and Ceilings	
Check Landscape		Check Flooring		Check Carpet	
Check Exterior Utility Cabinet		Check Walls and Ceilings		Check Carpet/Tack Strip in Corners	
Check Irrigation System		Check Doors		Check Closet(s)	
<b>Interior Entry (note any signs of current or past signs of moisture)</b>	clean/corrected	Check Windows		<b>Closets (note any signs of current or past signs of moisture)</b>	clean/corrected
Check Door Surfaces		Check Refrigerator		Check Shelving	
Check Inside of Cabinet		Check Ice Maker (connections)		Check Walls and Ceilings	
Check Windows		Check Dishwasher (underneath)		<b>HVAC</b>	clean/corrected
Check all Baseboards		Check Waste Disposal		Check Operation	
Check Walls and Ceilings		Check Washing Machine		Check Air Circulation	
Check Flooring		Check Hoses		Check Thermostat	
Check Carpet		Check Dryer		Check Evaporator Coil	
Check Carpet/Tack Strip in Corners		Check Dryer Vent		Check Condensate Pan	
<b>Living Room</b>	clean/corrected	<b>Bathroom (s) Indicate Location</b>	clean/corrected	Check Condenser Coil	
Check Inside of Cabinet		Check Lavatory Sinks		Check Condenser Fan Motor	
Check Doors		Check Bathtubs/Showers		Check Furnace	
Check Windows		Check Toilets		Check Baseboard Heaters	
Check all Baseboards		Check Inside all Cabinets		Check all Vents	
Check Walls and Ceilings		Check Shelving		Change Filters	
Check Flooring		Check Flooring			
Check Carpet		Check Walls and Ceilings			
Check Carpet/Tack Strip in Corners		Check Interior Doors			
Check Fireplace		Check Windows			
Check Bathroom Exhaust Fans		Check Bathroom Exhaust Fans			
<b>Patio/Balcony (note any signs of current or past signs of moisture)</b>	clean/corrected	<b>Hallways (note any signs of current or past signs of moisture)</b>	clean/corrected		
Check Roof		Check Walls and Ceilings			
Check Exterior Doors		Check Interior Doors			
Check Deck Surface		Check Windows			
Check Water Heater (all fittings)		Check Carpet			
Check Storage Cabinet		Check Carpet/Tack Strip in Corners			
Check Exterior Paint					



## IV. GUIDELINES FOR PROCESSING A MAINTENANCE SERVICE REQUEST

### At the Office

1. Fill out a service request form and in doing so, record the observations of the resident regarding the presence of conditions that may be favorable to mold growth, or whether the resident believes mold growth is present. If a health concern is expressed or property damage is reported, immediately contact [insert name of appropriate corporate/management contact person] and submit an Incident Report.

Note: If the resident has had the mold tested, send a copy of the test results to [insert name of appropriate corporate/management contact person].

2. Treat the service request as a priority.
3. Complete the **Incident Tracking Log** (sample found at the end of this chapter). Maintain the Log in the management office.

### At the Service Location

1. Determine the nature and extent of conditions favorable for mold growth, or mold, if any. Determine the source of any water infiltration or excessive moisture – interior and exterior.
2. If a source of water or excessive moisture is found: Stop the leak or cause of excessive moisture and dry all affected areas completely immediately, or within 24 hours of notification. Consult the procedures for drying out surfaces found in **Chapter V, Table 1**.
3. If no mold is found: Send **Resident Follow-up Letter** (sample found at the end of this chapter) indicating results of investigation.
4. If mold is found: Clean up the mold following the procedures outlined in **Chapter V, Table 2**.
5. Use the service ticket (**or Resident Follow-up Letter**) to inform the resident of the corrective action completed and additional steps to be taken, if any.

### **Back at the Office**

1. Before determining that the remediation will require the use of outside professionals or that a unit be vacated, consult [insert name of appropriate corporate/management contact person] for guidance.
2. Complete the **Incident Tracking Log** to reflect what action was taken.

### **Within 7 – 10 Days**

1. Send a **Resident Follow-up Letter**.
2. Log the follow-up action on the **Incident Tracking Log**.

**\*\* COMPLETE EVERY STEP OF THESE GUIDELINES WHEN POSSIBLE\*\***



## V. PROCEDURES FOR MOLD REMEDIATION

Once mold is identified, it is essential to identify and correct the underlying source of water intrusion. Otherwise, mold growth will recur. Generally speaking, if mold is either seen or smelled, it should be remediated. Thus, a visual inspection is the first step to assessing a mold service request (See Chapter III, page 2). According to the previously mentioned EPA guidelines, it is not essential to identify the types of mold (i.e., test) to remediate the situation. Under certain circumstances, however, it may be important to have building materials/air tested to determine the type of mold present. Consult with [insert name of appropriate corporate/management contact person] before proceeding with any testing.

If extensive (i.e., the total surface area of visible mold is greater than 100 square feet or the potential for increased resident or remediator exposure during remediation is estimated to be significant), it is important to consult an experienced professional with specific experience in mold projects to develop a remediation plan.

### **Sampling and Testing**

Sampling and testing are to proceed only upon the approval of [insert name of appropriate corporate/management contact person]. A reputable Indoor Environmental Quality professional (preferably a Certified Industrial Hygienist) should conduct the sampling. The American Industrial Hygiene Association (AIHA) ([www.aiha.org/](http://www.aiha.org/)) and the American Society of Cleaning Restorers (ASCR) ([www.ascr.org](http://www.ascr.org)) may provide leads. There are advantages to identifying a professional contact before you have a problem. A lab, accredited by AIHA's Environmental Microbiological Laboratory Accreditation Program (EMLAP), should perform all testing analysis.

Testing may involve bulk and/or air sampling.

#### **1) Bulk Sampling**

- Bulk or surface sampling involves taking a sample of material and performing laboratory analysis. Sampling and testing are not a prerequisite to remediation.

#### **2) Air Sampling**

- Air sampling may be utilized if the presence of mold is suspected (e.g., musty odors) but cannot be identified through a visual inspection.
- Any air sampling must also include an exterior air sample as a baseline sample for the ambient environmental level of mold.

- If air sampling is conducted, personnel conducting the sampling must be trained in proper air sampling methods.

## **Remediation**

In all situations, the underlying cause of water accumulation must be fixed or the problem may recur. A prompt response (within 24 to 48 hours) and thorough clean up, drying and/or removal of water-damaged materials will prevent or limit mold growth.

EPA has delineated three levels of remediation, based on the total area of material affected by visible mold growth. (See Table 1 at the end of this Chapter.) EPA's guidelines and suggested work practices include the use of Personal Protective Equipment ("PPE") and containment systems based on the total surface area affected. Adapt or modify these guidelines to fit your situation and contact [insert name of appropriate corporate/management contact person] with any questions regarding retaining outside consultants.

In some circumstances, the property owner/manager may retain an environmental restoration consultant to deal with a water intrusion/mold problem. In other cases, it may be useful to obtain a written protocol prepared by an industrial hygienist or other qualified indoor air quality professional to be used as a guide for on-site staff to follow in conducting the remediation. Under certain circumstances, written confirmation from the contractor, which states that remediation has been performed and the property is habitable, should be obtained.

<b>Table 1: Water Damage – Cleanup and Mold Prevention</b>	
<i>Guidelines for Response to Clean Water Damage within 24-48 Hours to Prevent Mold Growth</i>	
<b>Water-Damaged Material</b>	<b>Actions</b>
<b>Books and papers</b>	<ul style="list-style-type: none"> <li>• For non-valuable items, discard books and papers.</li> <li>• Photocopy valuable/important items, discard originals.</li> <li>• Freeze (in frost-free freezer or meat locker) or freeze-dry.</li> </ul>
<b>Carpet and backing – dry within 24-48 hours</b>	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Reduce ambient humidity levels with dehumidifier.</li> <li>• Accelerate drying process with fans.</li> </ul>
<b>Ceiling tiles</b>	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
<b>Cellulose insulation</b>	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
<b>Concrete or cinder block surfaces</b>	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Accelerate drying process with dehumidifiers, fans, and/or heaters.</li> </ul>
<b>Fiberglass insulation</b>	<ul style="list-style-type: none"> <li>• Discard and replace.</li> </ul>
<b>Hard surface, porous flooring*</b> (Linoleum, ceramic tile, vinyl)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary.</li> <li>• Check to make sure underflooring is dry; dry underflooring if necessary.</li> </ul>
<b>Non-porous, hard surfaces</b> (Plastics, metals)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary.</li> </ul>
<b>Upholstered furniture</b>	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Accelerate drying process with dehumidifiers, fans, and/or heaters.</li> <li>• May be difficult to completely dry within 48 hours. If the piece is valuable, you may wish to consult a restoration/water damage professional who specializes in furniture.</li> </ul>
<b>Wallboard</b> (Drywall and gypsum board)	<ul style="list-style-type: none"> <li>• May be dried in place if there is no obvious swelling and the seams are intact. If not, remove, discard, and replace.</li> <li>• Ventilate the wall cavity, if possible.</li> </ul>
<b>Window drapes</b>	<ul style="list-style-type: none"> <li>• Follow laundering or cleaning instructions recommended by the manufacturer.</li> </ul>
<b>Wood surfaces</b>	<ul style="list-style-type: none"> <li>• Remove moisture immediately and use dehumidifiers, gentle heat, and fans for drying. (Use caution when applying heat to hardwood floors.)</li> <li>• Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry.</li> <li>• Wet paneling should be pried away from wall for drying.</li> </ul>

Source: U.S. EPA, "Mold Remediation in Schools and Commercial Buildings" (March 2001, Updated June 2001).

\*The subfloor under the carpet or other flooring material must also be cleaned and dried. See the appropriate section of this table for recommended actions depending on the composition of the subfloor.

<b>Table 2: U.S. EPA Guidelines for Remediating Building Materials with Mold Growth Caused by Clean Water*</b>			
Material or Furnishing Affected	Cleanup Methods†	Personal Protective Equipment	Containment
<b>SMALL - Total Surface Area Affected Less Than 10 square feet (ft<sup>2</sup>)</b>			
Books and papers	3	Minimum N-95 respirator, gloves, and goggles	None required
Carpet and backing	1, 3		
Concrete or cinder block	1, 3		
Hard surface, porous flooring (linoleum, ceramic tile, vinyl)	1, 2, 3		
Non-porous, hard surfaces (plastics, metals)	1, 2, 3		
Upholstered furniture & drapes	1, 3		
Wallboard (drywall and gypsum board)	3		
Wood surfaces	1, 2, 3		
<b>MEDIUM - Total Surface Area Affected Between 10 and 100 (ft<sup>2</sup>)</b>			
Books and papers	3	Limited or Full Use professional judgment, consider potential for remediator exposure and size of contaminated area	Limited Use professional judgment, consider potential for remediator/occupant exposure and size of contaminated area
Carpet and backing	1,3,4		
Concrete or cinder block	1,3		
Hard surface, porous flooring (linoleum, ceramic tile, vinyl)	1,2,3		
Non-porous, hard surfaces (plastics, metals)	1,2,3		
Upholstered furniture & drapes	1,3,4		
Wallboard (drywall and gypsum board)	3,4		
Wood surfaces	1,2,3		
<b>LARGE - Total Surface Area Affected Greater Than 100 (ft<sup>2</sup>) or Potential for Increased Occupant or Remediator Exposure During Remediation Estimated to be Significant</b>			
Books and papers	3	Full Use professional judgment, consider potential for remediator/occupant exposure and size of contaminated area	Full Use professional judgment, consider potential for remediator exposure and size of contaminated area
Carpet and backing	1,3,4		
Concrete or cinder block	1,3		
Hard surface, porous flooring (linoleum, ceramic tile, vinyl)	1,2,3,4		
Non-porous, hard surfaces (plastics, metals)	1,2,3		
Upholstered furniture & drapes	1,2,4		
Wallboard (drywall and gypsum board)	3,4		
Wood surfaces	1,2,3,4		

**Table 2 continued**

\*Use professional judgment to determine prudent levels of Personal Protective Equipment (PPE) and containment for each situation, particularly as the remediation site size increases and the potential for exposure and health effects rises. Assess the need for increased Personal Protective Equipment, if, during the remediation, more extensive contamination is encountered than was expected. Consult Table 1 if materials have been wet for less than 48 hours, and mold growth is not apparent. These guidelines are for damage caused by clean water. If you know or suspect that the water source is contaminated with sewage, or chemical or biological pollutants, then the Occupational Safety and Health Administration (OSHA) requires PPE and containment. An experienced professional should be consulted if you and/or your remediators do not have expertise in remediating contaminated water situations.

†Select method most appropriate to situation. Since molds gradually destroy the things they grow on, if mold growth is not addressed promptly, some items may be damaged such that cleaning will not restore their original appearance. If mold growth is heavy and items are valuable or important, you may wish to consult a restoration/water damage/remediation expert. **Please note that these are guidelines; other cleaning methods may be preferred by some professionals.**

### **Cleanup Methods**

- **Method 1:** Wet vacuum (in the case of porous materials, some mold spores/fragments will remain in the material but will not grow if the material is completely dried). Steam cleaning may be an alternative for carpets and some upholstered furniture.
- **Method 2:** Damp-wipe surfaces with plain water or with water and detergent solution (except wood —use wood floor cleaner); scrub as needed.
- **Method 3:** High-efficiency particulate air (HEPA) vacuum after the material has been thoroughly dried. Dispose of the contents of the HEPA vacuum in well-sealed plastic bags.
- **Method 4:** Discard \_remove water-damaged materials and seal in plastic bags while inside of containment, if present. Dispose of as normal waste. HEPA vacuum area after it is dried.

### **Personal Protective Equipment (PPE)**

- Minimum: Gloves, N-95 respirator, goggles/eye protection
- Limited: Gloves, N-95 respirator or half-face respirator with HEPA filter, disposable overalls, goggles/eye protection
- Full: Gloves, disposable full body clothing, head gear, foot coverings, full-face respirator with HEPA filter

### **Containment**

- Limited: Use polyethylene sheeting ceiling to floor around affected area with a slit entry and covering flap; maintain area under negative pressure with HEPA filtered fan unit. Block supply and return air vents within containment area.
- Full: Use two layers of fire-retardant polyethylene sheeting with one airlock chamber. Maintain area under negative pressure with HEPA filtered fan exhausted outside of building. Block supply and return air vents within containment area.



## VI. RESIDENT FOLLOW-UP LETTER

**Enter Community Name**  
**Address**  
**Phone Number**

Date: ENTER DATE

To: ENTER RESIDENT(S) NAME

From: ENTER COMMUNITY Manager's NAME

Re: Follow-Up

Apt # \_\_\_\_\_

Dear Resident(s),

It has been (insert appropriate time) days since we inspected (and/or treated) your apartment. We hope that all of your concerns have been addressed (and/or remedied) to your satisfaction.

Please refer to the attached information, which contains useful tips for preventing mold growth in your apartment home.

If you notice any evidence of mold growth in your apartment, please immediately notify the management office.

Attachment

(Attachment can be any of the publications described under Chapter I such as the Tip Sheet on Mold; EPA's anticipated brochure on preventing mold in the home; CA brochure, *Mold in My Home*; or Consumer Federation publication.)

**TIP SHEET ON MOLD**

It is our goal to maintain the highest quality living environment for our residents. To help achieve this goal, it is important to work together to minimize the potential for conditions that could lead to the growth of naturally occurring mold.

**Tips for residents**

Residents can help minimize mold growth in their apartment homes by taking the following actions:

- Open windows. Proper ventilation is essential. If it is not possible to open windows, run the fan on the apartment air-handling unit to circulate fresh air throughout your apartment.
- In damp or rainy weather conditions, keep windows and doors closed.
- If possible, maintain a temperature of between 50° and 80° Fahrenheit within your apartment at all times.
- Clean and dust your apartment on a regular basis as required by your lease. Regular vacuuming, mopping, and use of environmentally safe household cleaners is important to remove household dirt and debris that contribute to mold growth.
- Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio doors using a common household disinfecting cleaner.
- On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like countertops, windows and windowsills.
- Use the pre-installed bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- Use the exhaust fans in your kitchen when cooking or while the dishwasher is running and allow the fan to run until all excess moisture has vented from the kitchen.
- Use care when watering houseplants. If spills occur, dry up excess water immediately.

- Ensure that your clothes dryer vent is operating properly, and clean the lint screen after every use.
- When washing clothes in warm or hot water, watch to make sure condensation does not build up within the washer and dryer closet; if condensation does accumulate, dry with a fan or towel.
- Thoroughly dry any spills or pet urine on carpeting.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
- Immediately report to the management office any evidence of a water leak or excessive moisture in your apartment, storage room, garage, or any common area.
- Immediately report to the management office any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
- Immediately report to the management office any failure or malfunction with your heating, ventilation, air-conditioning system, or laundry system. As your lease provides, do not block or cover any of the heating, ventilation or air-conditioning ducts in your apartment.
- Immediately report to the management office any inoperable windows or doors.
- Immediately report to the management office any musty odors that you notice in your apartment.

## Attachment B

### Equipment List

The following equipment is available at most supply stores and is useful to have on site to deal with water intrusion and/or mold remediation.

1. Moisture meter
2. High efficiency particulate air (HEPA) filtered vacuum cleaner
3. Disinfectant or bleach and standard cleaning detergent
4. Wet vacuum
5. Blowers (have on site or know where to rent)
6. Dehumidifiers (have on site or know where to rent)
7. Localized containment bag (2-glove bags)
8. Disposable clothing (1 box)
9. N-95 Disposable Respirators (5 pack)
10. 6-mil disposable bags (1 box)
11. 6-mil Polyethylene sheeting (2 rolls)
12. Yellow caution tape (3 rolls)
13. Plastic spray cleaning bottles
14. Disposable scrub brush, sponges, and cloths