



MOLD AWARENESS PLAN

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Operating in California, Nevada, and Arizona

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What Is Mold And How Does It Grow?

If you look around, mold can be seen in many places. Molds are a form of fungus. They are microorganisms that can spread rapidly through air via very tiny and extremely tough spores. They are very efficient at breaking down wood and other difficult materials that most other organisms can't digest. Unfortunately, this also includes many housing materials including paper, sheet-rock, particleboard, carpeting, etc.

Molds release various substances. These can include allergens (cause allergies and asthma), toxins (poisons meant to kill competitive bacteria but often very irritating to people), and pathogens (disease-causing molds that can affect weakened persons). For example, some mushrooms (a type of fungus) are known for their powerful toxins. Both living and dead mold substances can cause problems. However, the science of mold toxicity and effects on human health is unsettled. Most research shows that mold typically does not present a serious health hazard.

If at any time you have a suspicion of the presence of mold contact your superintendent immediately.

How Can Mold Problems Be Reduced?

The key to controlling mold is moisture. Through effective construction techniques, prevention inspections, early detection, proper control and removal procedures we can avoid mold growth on our projects and the problems it brings.

Mold requires water or high humidity (>70% RH) to grow. Standing water is not necessary for growth. All that is needed is a cool area where warm, moisture-laden air can build up or condense. This includes closets, behind walls or crawlspaces or the cool north and east sides of poorly insulated buildings. These cool areas can be very small; such as in wall corners or the joint between ceilings and walls. Drainage problems, excess lawn watering, faulty exhaust fans, etc. can cause water damage and subsequent mold problems.

Mold Growth, Prevention and Control Measures

Many times mold grows behind walls or in cellars or basements and is not always readily visible. However, airborne tests collected by a consultant and submitted to a lab can often determine if a problem exists.

Mold Growth

- Food – Cellulose or organic material (carbon based).
- Oxygen
- Moisture - One of the key factors to control mold growth.
- Proper Temperature

Mold - Warning Signs

- Musty odors
- Water leaks
- Dirty carpet
- Standing water, water build-up, or moist soil exposure
- Slimy or foamy water in HVAC units
- Visible signs of mold growth

Mold can enter buildings through HVAC systems, doorways, windows, materials entering work areas and people. Areas where mold growth is typically found include: drywall, carpets, finish materials, wood, and ceiling tiles.

What to Do and What Not to Do

- Inform your superintendent so they can investigate all claims of mold exposures.
- Bring to the attention of site management (document) any underlying water problems, including leaking water pipes, leaking roofs, leaking flashing, leaking air conditioning systems, etc.
- Watch for condensation and wet spots.
- Vent moisture-producing equipment to the outside.
- Clean and dry wet or damp spots within 24-48 hours.
- Don't cover over mold in hopes of getting rid of it.
- Don't ignore a problem even if it is questionable. Report it.

Reporting/Investigating

Key questions to consider when investigating a complaint dealing with moisture, wet materials and mold:

- Are there existing moisture problems in the building?
- How long have wet spots existed?
- Are there hidden sources of water enough to cause condensation?
- Are musty or moldy odors being reported in the building?
- Are there visible signs of mold damage?
- Remember that mold can grow in hidden places and anywhere there is media, moisture and cool conditions.
- If there are any wet spots, excess water accumulation, mold growth (even if questionable) or complaints contact your superintendent to start the investigation immediately.
- Remember your superintendent will interview, investigate and hire responsible, sound, and rational experts and consultants if we will not be doing the remediation.

Please use the incident log and proper forms for documenting water/mold conditions. If at any time you have a suspicion of the presence of mold contact your superintendent immediately and the superintendent will contact your superintendent.

Remediation - Mold Problem

Remediation of mold can range from simple removal of a ceiling tile to full-blown containment, use of negative air machines and decontamination facilities. Each situation is unique and needs to be reviewed and assessed for proper identification and correction of the condition and to assist in safely and effectively removing mold damaged materials to prevent further contamination.

Our highest priority will be to protect the health and safety of our employees, others on site and further contamination. We will not do remediation and if necessary hire an outside vendor (their experience, and references will be checked and they will be asked if they follow the EPA's guidelines for mold remediation).

Small Isolated Areas (10 sq. ft. or less) - e.g., ceiling tiles, materials, drywall, small areas on walls.

Remediation will be conducted by our trained employees under the supervision of employees that are trained on proper clean-up methods, personal protection, and potential health hazards.

- Respiratory protection half-face respirator with, gloves and eye protection is recommended. Respirators will be used in accordance with our company's Respirator Protection Program.
- The work area should be unoccupied. Removing people from spaces adjacent to the work area is not necessary, but is recommended.
- Containment of the work area is not necessary. Dust suppression methods, such as misting (not soaking) surfaces prior to remediation, are recommended, or 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.
- Contaminated materials that cannot be cleaned should be removed from the building in a sealed impermeable plastic bag. These materials may be disposed of as ordinary waste.
- The work area and areas used by remediation workers for egress should be cleaned with a damp cloth or mop and a detergent solution.
- All areas should be left dry and visibly free from contamination and debris.

Mid-Sized Isolated Areas (10-30 sq. ft.) – **Large Isolated Areas** (30 –100 square feet) **and Extensive Contamination** (greater than 100 contiguous square feet in an area). e.g., individual wallboard panels. Remediation will be done by an outside vendor.

Cleanup Methods

A variety of cleanup methods are available for remediation damage caused by moisture control problems and mold growth for small isolated areas. Visible mold on concrete, wood, etc. can be removed with a cleaner such as bleach, but water-soaked sheetrock, carpeting, etc. should probably be thrown away. Cleaning activities should avoid spreading mold to other areas.

Some methods that may be used in small isolated areas include the following:

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: The use of chlorine bleach is not recommended as a routine practice during mold remediation but will be used as recommended. Remember that bleach is considered a biocide which is toxic to animals and humans, as well as to mold. If chosen to use bleach the area must be well ventilated.

Method 4: 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.

Training

To minimize our risk, we will keep employees aware through communication and training. Existing employees will be trained in mold awareness and detection and new hires within two weeks of

being hired. After initial training, refresher training will be schedule on an annual basis or more frequent if needed (i.e. hazard changes, company plan changes or job site requirement demands).

Our Mold Awareness, Prevention and Response Plan will also be reviewed by all employees during the training session. Your superintendent will do initial training and keep sign in sheet of participants and a copy of training materials used.

Forms

If there is a pre-existing water/mold condition on the job, water leakage/accumulation on the job, or detection of mold once, the appropriate form is to be completed by the superintendent who will then follow up with our client.

Water Leakage/Accumulation-Internal Notification

This form is to be filled out in its entirety by the superintendent when water leakage or accumulation of water is found on site.

Job: _____ **Owner:** _____

Date Noticed: _____ **Time Noticed:** _____ a.m. _____ p.m.

Person making Report: _____ **Job #:** _____

Area on site where leakage/accumulation occurred: _____

Cause of Water leakage/accumulation: _____

Steps taken to correct, cleanup, notify responsible person and/or prevent damage to our materials/work area:

If known cause and person(s) responsible for occurrence: _____

Contacted:	Name	Company	Date & Time
Site Superintendent	_____	_____	_____
Support Services	_____	_____	_____
Other	_____	_____	_____
Further Investigation/follow-up needed:	YES	NO	

Additional Comments:

Date & Initials superintendent when reviewed report: _____

Memo Only: Yes No **Reported To Insurance:** Yes No

Attachments: Additional Investigation Notes Yes No Pictures Yes No

Pre-Existing Water/Mold Condition-Project Owner Notification

This form is to be filled out in its entirety by the superintendent when pre-existing water/mold is detected on site and forward to site owner.

Job: _____ **Owner:** _____

Date Noticed: _____ **Time Noticed:** _____ a.m. _____ p.m.

Person making Report: _____ **Job #:** _____

Water Leakage/Accumulation: Yes No **Mold Detected/suspected:** Yes No

Location of affected area (s) on site:

Support Services would like to inform you that there is water leakage/accumulation and/or mold detected or suspected on the above site and stated location. We strongly recommend that you have this area inspected immediately and recommend immediate action and reply.

These conditions can lead to serious health risks. Support Services is not responsible for any damages/losses (health or other) caused by this pre-existing condition.

Name & Signature of Support Services Representative		Date
Notification Submitted to:	Name	Company
Site		Date & Time
Superintendent	_____	_____
Support Services	_____	_____
Other	_____	_____

Internal Information

Additional Comments: _____

Date & Initials of when reviewed report by superintendent: _____

Memo Only: Yes No **Reported To Insurance:** Yes No

Attachments:	Additional Investigation Notes	Yes No	Pictures	Yes No
Pulled off site until addressed:	Date:		Time:	

Detection of Mold- Internal Notification

This form is to be filled out in its entirety by the superintendent in conjunction with the pre-existing notification to site owner when mold is detected or suspected on the job site.

Job: _____ **Owner:** _____

Date Noticed: _____ **Time Noticed:** _____ a.m. _____ p.m.

Person making Report: _____ **Job #:** _____

Area on site where mold is detected or suspected: _____

If known source cause of mold: _____

Steps taken to notify responsible person and/or prevent damage to our materials/work area:

If known person(s) responsible for occurrence: _____

<u>Contacted:</u>	Name	Company	Date & Time
Superintendent	_____	_____	_____
Support Services	_____	_____	_____
Other	_____	_____	_____
Further Investigation/follow-up needed:	YES	NO	

Additional Comments: _____

Date & Initials of superintendent when reviewed report: _____

Memo Only: Yes No **Reported To Insurance:** Yes No
Attachments: Additional Investigation Notes Yes No Pictures Yes No

Remediation needed (list company called) _____

