

Mold Prevention and Cleanup Guidelines

The best way to prevent mold in the indoor environment is to control moisture.

- Keep thermostats at 76 degrees or higher during the cooling season to minimize humidity levels.
- Keep air conditioning units on during the school day to minimize humidity levels.
- Keep windows and doors closed to prevent humid air from entering the building.
- Change air filters quarterly and flush Heating, Ventilation, and Air Conditioning (HVAC) condensate lines annually.
- Submit work orders to fix water leaks and repair HVAC system problems.
- Maintain rooftops by removing leaves and other debris that can clog roof drains, gutters, and downspouts.
- Inspect building grounds for proper drainage and placement of downspout extensions.
- Keep shrubs and other foliage trim near the building to increase drying of exterior walls.

In the event of a flood, or discovery of widespread moisture/mold:

- Contact your supervisor at your maintenance depot and the Indoor Air Quality (IAQ) Office.
- Remove water from carpet with water extraction vacuum.
- Clean and dry any damp or wet building materials/furnishings within 48 hours.
- Replace water-damaged absorbent (porous) materials such as wet ceiling tiles.
- Clean mold off hard surfaces (like desks and chairs) with soap detergent and water.
- In wet or damp areas, accelerate drying with the use of dehumidifiers and portable floor fans.

Contact maintenance—

- to periodically remove leaves and other debris from storm drains and window wells;
- to repair any water leaks (i.e., pipe or roof); and/or
- to repair non-functioning HVAC equipment.

Contact the IAQ Office—

- to investigate musty odors or mold concerns;
- to deliver portable dehumidifiers and floor fans; and/or
- to initiate on-site mold remediation/prevention services.