

MOLD AND MILDEW REMEDIATION PROCEDURES

It is LMHA's policy to identify, quantify, remediate and protect LMHA's residents and staff from potential mold and mildew problems in an expeditious manner. Often, mold and mildew go hand-in-hand with excessive moisture and/or water, making an initial evaluation of the situation critical. Therefore, the following procedures serve as LMHA's guidelines when addressing mold and mildew problems.

1. Upon notification of a mold and mildew problem, the maintenance coordinator for that area will visit the unit to assess the situation. The maintenance coordinator will generate a Mold and Mildew Remediation Worksheet and determine if a moisture source exists that needs to be addressed first. The maintenance coordinator will also calculate the square feet of mold present, which will serve to trigger the following actions:
 - A. If the square feet of mold present is less than or equal to 10 square feet:
 1. This will be considered a property management issue. The mechanic assigned (wearing a protective mask) will first dry vacuum the area with a HEPA vacuum. The mechanic (wearing rubber gloves and eye protection) will then wash down the area with a 10:1 solution of water and bleach, or mildicide/biocide. If the mold pigment has left stains on the surface after cleaning, the area will then be repainted. The paint should contain a mildicide/mildew check.
 - B. If the square feet of mold present is greater than 10 square feet:
 1. The Maintenance Coordinator will be notified. Maintenance Coordinator will visit the unit and determine if the situation is such that the resident should be relocated.
 2. If the mold present is greater than 10 square feet but less than 30 square feet, the Maintenance Coordinator will make a determination if the mechanic can handle the situation as outlined in A.1. above. If so, the mechanic will proceed. If not, follow 3, below:
 3. If the square feet of mold present exceeds 30 square feet, or should the Maintenance Coordinator determine this is a situation requiring closer investigation, both the Maintenance Coordinator and the Director of Asset Management will be notified and they will jointly formulate a strategy based on the circumstances present.
2. During all phases of the evaluation and work, the Mold and Mildew Remediation Worksheet will be maintained at the appropriate AMP. Once all work is completed and the issue(s) are resolved, the completed form will be filed in the tenants work order and permanent file folder.
3. If further investigation is needed an Environmental Consultant/Abatement vendor may be contacted to perform an assessment and/or remediation.

Mold and Mildew Remediation Worksheet

Date: _____	Site: _____
Occupant: _____	Address: _____

Initial Report Made By: Maintenance Order <input type="checkbox"/> Telephone <input type="checkbox"/> Other _____	
Investigation Date: Time: _____	Investigated by: _____

Component or Room	Source/Cause	Visible Damage	Visible Mole	Hidden Mold

Action Taken:	Repairs Needed or Performed
Immediate Clean Up <input type="checkbox"/>	Plumbing <input type="checkbox"/>
Seal and Wrap Components <input type="checkbox"/>	Dry Wall <input type="checkbox"/>
Removed Components <input type="checkbox"/>	Paint <input type="checkbox"/>
Water Extraction /Drying <input type="checkbox"/>	Window, Floor, Roof <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>