



Environmental Quality TFS Supplement

**MOLD and MOISTURE
CHECKLIST**

School Name / ID _____	Date _____
Location _____	Investigators _____
_____	_____

Evidence of Mold

- Staff and students are free of symptoms related to mold exposure
- There is no evidence of damp/wet spots or water damage
- There are no moldy, earthy, or musty odors
- Walls, floors, and ceilings have no areas of discoloration or leaching from plaster

Moisture Problems

General

- Ceilings, ceiling tiles, and walls have no damp/wet spots, water marks, or water damage
- Floors and carpeting have no damp/wet spots, water marks, or water damage
- Suspending ceiling tiles are not sagging or bowed
- Indoor relative humidity levels are typically less than 60%
- Windows do not fog or have condensation during cold weather
- Exposed soil in basements or crawlspaces is covered with an impermeable ground cover
- Temperatures in rooms, closets, and small spaces with poor ventilation are maintained above the dew point during the heating season
- Recommended quantities of outdoor air ventilation are provided, if cooling equipment is properly sized to dehumidify the air

Plumbing

- There are no plumbing leaks under sinks or in plumbing chases
- Piping or fittings for steam or hot water heating systems are not leaking
- Chilled water pipes are insulated where they run through unconditioned spaces

Rain Water and Drainage

- Water drains readily and does not pond on flat roofs
- Gutters, downspouts, and canals are undamaged, free of debris, and direct water away from the building
- Flashing around doors, windows, roof-wall joints, roof penetrations, etc., is well-designed and in good repair
- Soil, sidewalks, parking areas, patios next to the building are graded with a slope to drain water away from the building
- Sumps and pumps, and drainage tile are in good repair and functioning properly
- Lawn and landscaping sprinklers do not spray water onto the building

Air Conditioning

- Supply air is not directed onto walls, ceilings, or other objects
- Supply air ducts do not leak air into warm and humid wall cavities, or attic and ceiling spaces
- Cooling coil drain pans and drain lines are not leaking or overflowing
- The indoor air pressure is greater than the outdoor air pressure
- Evaporative cooling equipment is not oversized and is operating properly (companion exhaust fans are operational)
- Refrigerant lines are insulated along entire length

Other Equipment

- Exhaust fans in restrooms, kitchens, and locker rooms are operational
- Dehumidifiers are properly maintained -- water storage pans are emptied regularly and periodically inspected and cleaned

Mold Clean-Up

- If a mold problem must be cleaned-up:
 - _____ Containment plan has been developed and implemented
 - _____ Worker protection procedures have been established and followed
 - _____ Drying of the area begins within 24 to 48 hours
 - _____ Porous materials and materials that cannot be saved are removed and discarded
 - _____ Mold on non-porous materials is removed by thorough scrubbing with a detergent or commercial cleaner
 - _____ Biocide or sanitizing solution only used if cleaning did not completely remove mold
 - _____ Only contaminated air ducts with interior surfaces of sheet metal are cleaned; other fibrous materials on duct interiors are removed and discarded
 - _____ Moisture sources are identified and eliminated/minimized
 - _____ Staff remains vigilant for re-appearance of mold, and takes action, if necessary
 - _____ Air cleaners that produce ozone are not used during occupancy for mold and odor control