



Mold Prevention and Handling Procedures

I. If Water is Spilled

A. If water is spilled, document:

1. The cause of the spill.
2. When it occurred.
3. What got wet.
4. What was done.
5. Who was notified.

B. If the spill is our responsibility:

1. Shut down source of water.
2. Use plastic sheeting to mitigate additional damage when possible.
3. Assess and document what got wet.
4. Clean up excess water.
5. Report incident to supervisor (then insurance company).
6. If water cannot be dried completely in 24-48 hours, contact a specialty contractor to assist in the cleanup and drying process.
7. Document all activities that were undertaken.

II. If Existing Mold is Encountered While Performing an Emergency Repair

- A. Try to minimize the disturbance of the existing mold.
- B. Notify the building owner or customer of the mold condition as soon as practical after discovery.
- C. Go over steps we will take to perform repairs with customer/owner.
- D. Recommend mold remediation for the area.
- E. Try to contain mold spores in the area where it is discovered by sealing duct work and openings while working.
- F. Wear face mask (N-95 respirator) to avoid inhalation.

- G. Wear gloves - avoid touching moldy items with bare hands.
- H. Wear goggles to avoid contact with the eyes.
- I. Cut out a section of wall to gain access to leaks, saving the cut out drywall.
- J. Make an emergency repair.
- K. Put removed section of drywall back in place.
- L. Cover opening with plastic sheeting and duct tape in place.
- M. Notify owner or customer of what was done and how the area was left by writing it on the service ticket, going over it with them, and having them sign the ticket.

III. If Existing Mold is Encountered and No Emergency Exists

- A. STOP.
- B. Wear protective gear as described above.
- C. Assess whether the mold will be disturbed during work.
- D. If it will be disturbed, have remediation done by owner/customer prior to work.
- E. If it will not be disturbed, wear protective wear and proceed with work.