

SPELLJIF  
11<sup>TH</sup> ANNUAL  
MOLD, ENVIRONMENTAL  
& IAQ BEST PRACTICES  
SEMINAR



PREVENTION:  
STANDARD OPERATING  
PROCEDURES

# PREPARE & PREVENT

- In past seminars, we have spent a great deal of time discussing prevention and how to deal with a mold situation.
- It is imperative that you establish a protocol to ensure that you approach the prevention and response elements in a consistent and uniform manner.
- Developing a Standard Operating Plan will help ensure critical functions do not get missed and cause potentially catastrophic environmental problems.

# WHERE DO YOU START?

- ✓ Develop a control and response plan. This means a plan for both proactive prevention and responding to a potential issue.
- ✓ Begin by adopting a position statement that establishes and conveys district expectations.
- ✓ All staff should respond to water infiltration and visible mold just like they do when they smell smoke!

CONTROL WHAT YOU CAN  
AND BE GREAT AT IT!!

YOU CANNOT CONTROL THE  
NATURAL ENVIRONMENT...

BUT YOU CAN CONTROL THE  
BUILT ENVIRONMENT



# IDENTIFY

- Identify the vulnerabilities in your buildings.
- Create a checklist of areas that need to be routinely inspected and monitored.
- Identify key staff to be part of the prevention team.
- Assign recurring duties through your work order system so they are tracked and recorded.

# CONTROL – Part 1

Your Plan should include proper controls for any unwanted moisture in the building:

- Immediately repair all plumbing leaks.
- Properly maintain HVAC system, including drip pans, condensate lines and insulation.
- Immediately remove all wet or damp porous materials from the building.

# CONTROL – Part 2

- Identify and correct poor drainage areas. Eliminate ponding water near foundations. Inspect sprinklers and downspouts.
- Closely monitor and control humidity levels as best you can.
- Improve ventilation.
- Avoid excessive clutter, especially paper and cardboard.

# IMPLEMENT YOUR PLAN

- Clearly defined initial actions.
- Contact information for key personnel. If your district is a member of the SPELL, list the contact information of key SPELL staff.
- Reporting procedures for water damage and visible mold. If you are a member of the SPELL, reporting is **IMPERATIVE!**
- Remediation procedures based on extent of damage, presence of mold and input from experts.
- Required documentation. Take lots of pictures.
- After action evaluation, required measures for re-entry. Possible air testing and inspection by a CIH. Ways to prevent reoccurrence.



# FINAL THOUGHTS

- Make moisture control a priority.
- Be proactive. You will spend less time preventing a problem than dealing with one.
- Keep staff informed and trained to identify and report potential problems.
- Do not allow known problems to linger and become unmanageable.
- Review and revise your plan as needed to ensure your procedures and contact information are up to date.
- Take full advantage of outside assistance when needed.



# IF MOLD IS DISCOVERED

- ✓ Execute your plan.
- ✓ Rally your response team.
- ✓ Coordinate all your resources.
- ✓ Loop in all key people.
- ✓ Utilize experts when necessary.
- ✓ Identify the problem and solution.
- ✓ Take corrective action.
- ✓ Keep people informed.
- ✓ Monitor the affected area.





THANK YOU