

SPELL JIF Presents

2nd Annual Seminar: Mold In Our Schools “Mold Management & Prevention” Seminar



JULY 15, 2014

7:30 a.m. Registration & Continental Breakfast

Indian Springs Country Club

115 S. Elmwood Road, Marlton, NJ 08053

Intended for Business Administrators and Buildings & Ground Supervisors

By attending this seminar, your District will receive extra credit toward your 2014-15 Safety Incentive Program

SPEAKERS	TOPIC	TIME
	Continental Breakfast & Registration	7:30 a.m. - 8:45 a.m.
Mr. Scott Tennant Area Vice President Arthur J. Gallagher & Co.	Welcome & Introduction	8:45 a.m. – 8:55 a.m.
Mr. Gene Devine Environmental Specialist Arthur J. Gallagher & Co.	I. Coverage	8:55 a.m. – 9:20 a.m.
Mr. Nathaniel Martin Environmental Underwriting AIG	a. Overview b. 2014-2015 Changes c. Underwriting the “Risk”	
Ms. Susan Morrison Senior Analyst, Environmental Specialty Claims AIG Property Casualty	II. Lessons Learned from Losses	9:20 a.m. – 10:00 a.m.
	a. Timeline b. Emergency/Non-Emergency c. Lessons	
	Break	10:00 a.m. – 10:15 a.m.
Mr. John Geitz Safety Director, SPELL JIF Risk Assessment Services, LLC	III. Prevention & Action	10:15 a.m. – 11:15 a.m.
	a. Assessment b. Inspection c. Prevention	
Mr. Nathan Krampert Manager, Industrial Hygiene Services Hillmann Consulting, LLC	IV. Emergency Mold Hotline for SPELL JIF	11:15 a.m. – 11:45 a.m.
	a. New JIF Benefit b. What to Expect When You Call	
Panel Discussion	V. Q&A	11:45 a.m. – 12:00 p.m.

Presented by School Pool for Excess Liability Limits Joint Insurance Fund

ACCASBO JIF • BCIP JIF • GCSDD JIF • SEJIF

www.spelljif.com

For more information, contact: Mr. Scott Tennant at scott_tennant@ajg.com or T: (856) 446-9181

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“Mold Management & Prevention” Seminar

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Reference Materials

- **Notice of Loss/Notice of Claim Form**
- **Mold Prevention Checklist**
- **Mold Response Action Plan**
- **Sample Information Requested by SPELL JIF Mold Hotline**

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It is hereby agreed that the AIG Notice of Loss/Notice of Claim document, form 91968 (12/06) attached to this Policy is deleted in its entirety and replaced with the following:

NOTICE OF LOSS/NOTICE OF CLAIM

INSTRUCTIONS: PLEASE ATTACH ALL CORRESPONDENCE RELATING TO THIS NOTICE OF LOSS AND MAIL COPIES OF THIS NOTICE TO EACH ADDRESS BELOW:

Manager, Pollution Insurance Products Dept.
AIG Property Casualty Claims, Inc
Attn.: CID
101 Hudson Street, 31st Floor
Jersey City, NJ 07302
Fax: 866-260-0104
Email: severityfnol@aig.com

Joseph Weber, Environmental Claims Advocate
Arthur J. Gallagher Risk Management Services, Inc.
377 Oak Street
Garden City, NY 11530
Phone: (516) 745-0800
Fax: (516) 622-2736
Email: joseph_weber@ajg.com

AIG Environmental Claim Hotline: (877) 743-7669 [877-PIER-NOW]
Qual-Lynx (SPELL TPA) Claim Hotline: (609) 287-8569
SPELLJIF Executive Director Office (Brad Hoffman): (609) 206-4554

Date of Notice: _____

NAMED INSURED: ACCASBO JIF BCIP JIF GCSSD JIF SE JIF

SCHOOL DISTRICT: _____ Telephone: () _____
Contact: _____

ADDRESS OF INSURED: _____

BROKER NAME: ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC. Telephone: (516) 745-0800
Contact: Joseph Weber

BROKER ADDRESS: 377 OAK STREET
GARDEN CITY, NY 11530

POLICY INFORMATION:

Policy Number: PLC 77666958
Policy Period: From: July 1, 2013 To: July 1, 2014

Loss Information:

Loss Location: _____

Date & Description of Loss: _____

For AIG Use Only:

Date Claim Notice Received: _____

Date of Claim: _____

Company/Person Filing Suit (if applicable): _____

NOTE: Any person who knowingly files a Statement of Claim containing any false or misleading information is subject to criminal and civil penalties.

MOLD PREVENTION CHECKLIST

The following checklist is a quick-reference mold prevention list of basic areas that need to be reviewed. This should be used in conjunction with the Building Moisture Management Checklist to conduct a thorough audit of your facilities. The key to mold prevention is moisture control in all forms including the building envelope, mechanical systems, plumbing, exterior conditions and environmental factors. Uncontrolled mold growth can occur at any time of year, but is especially prevalent during wet and hot/humid weather, therefore you must always be vigilant. Moisture control must be a priority and continuous monitoring is necessary.

INSPECTION ITEM	YES	NO	N/A	COMMENTS
1. Mold/IAQ complaints investigated promptly and documented?				
2. Building envelope inspected regularly and leaks fixed promptly?				
3. Plumbing system areas inspected and leaks fixed promptly?				
4. HVAC system maintained and functioning properly?				
5. Condensate pans drain quickly and not overflowing?				
6. Air vents and intakes unobstructed?				
7. Exterior water drainage satisfactory and away from building?				
8. Moisture-producing equipment properly vented to the exterior?				
9. Humidity levels checked regularly and kept between 30% and 60%?				
10. Carpets dried promptly after extraction?				
11. Dehumidifiers available for areas registering high humidity?				
12. Are periodic inspections of high moisture areas conducted to check for visible mold?				
13. Are water leaks/damage repaired within 48 hours?				
14. Facilities staff trained to identify potential mold problem areas and report to supervisor?				



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MOLD RESPONSE ACTION PLAN

This checklist is to assist in responding to weather-related events that might be a precursor to mold growth situations in your buildings. This checklist should be used along with other reference materials to inspect and evaluate your buildings for potential mold or water intrusion problems.

TRIGGER ISSUE	RESPONSE ACTION
1. Visible mold is discovered in the building.	<u>Immediately</u> contact your mold Property Insurance Carrier to report the mold discovery.
2. Extended high humidity/hot temperatures is anticipated.	<ul style="list-style-type: none"> • Ensure the HVAC systems are working properly • Increase inspections of all areas of the building(s) for signs of mold/moisture • Increase humidity testing in all areas of the building(s) • Limit any cleaning/maintenance activities that would introduce high moisture content to the building, such as carpet extraction, floor stripping, power washing, etc.
3. Humidity level testing indicates interior humidity over 60% (ideally 30% to 50% is preferred)	<ul style="list-style-type: none"> • Determine if HVAC system is functioning as designed and is not quick-cycling which will not remove sufficient moisture from the air • Inspect area for any moisture-producing appliances and ensure they are vented properly • Use fixed and portable air conditioning when possible • Consider increasing air flow through the building by opening doors and using fans • Deploy portable dehumidifiers to affected locations to supplement the HVAC system • Discuss possibility of temporarily closing down exterior fresh air intakes with your HVAC specialist or engineering firm • Continue to monitor affected areas closely until issue resolves
4. Condensation is noted on windows, walls or other interior surfaces.	<ul style="list-style-type: none"> • Attempt to reduce humidity via mechanical systems • Increase ventilation by opening doors and windows if practical • Use fans for increased air movement • Make sure potentially cold surfaces are insulated properly including cold water piping • Check HVAC duct positioning to make sure they are not directed at exterior wall surfaces creating a cooling effect • Check building insulation and vapor barriers to ensure they are adequate
5. Reports of “stuffiness” in an area of building.	<ul style="list-style-type: none"> • Make sure HVAC system is functioning properly • Check air ducts to ensure they are not blocked • Make sure fresh air intakes are clear and dampers are working properly • Increase air flow through area via fans and opening interior doors



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<p>6. Reports of “mold” or “mildew” odors</p>	<ul style="list-style-type: none"> • Immediately inspect the affected area • Thoroughly check all areas for signs of visible mold including above ceilings, walls, carpets, closets, under sinks, around water piping, under desks, behind wallpaper and any HVAC equipment in room • Look for any signs of water intrusion • Inspect any condensate pans in/around affected area • Check nearby custodial closets for standing water such as mop buckets, slop sinks, etc. • Check outside room windows for standing water • If no obvious causes are found, consider using a boroscope to view behind walls for hidden mold • If problems remain, consider hiring professional help to evaluate the affected areas • If any visible mold is noted, immediately contact your mold Property Insurance Carrier to report
<p>7. Visible mold is discovered and needs to be remediated?</p>	<ul style="list-style-type: none"> • Make sure you report the discovery of the visible mold to your mold Property Insurance Carrier immediately, even if it appears minor and you believe you can safely and properly perform clean up. • Restrict access to the area except for critical personnel • Do not disturb mold until prepared and equipped for remediation • For affected areas of less than 10 square feet, clean up can usually be performed safely in-house with properly trained employees and appropriate personal protective safety equipment. • It is highly recommended that districts follow the USEPA Mold Remediation protocols found here: http://www.epa.gov/mold/pdfs/moldremediation.pdf • In most cases, a bleach solution is not recommended for mold clean up • For areas larger than 10 square feet or contamination affecting HVAC systems, confined spaces or hidden areas it is highly recommended that professional advice be obtained prior to any remediation efforts



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SAMPLE INFORMATION REQUESTED BY SPELL JIF MOLD HOTLINE

1.) Information about Caller:

a. Name:

b. Title:

c. Contact Information:

a. Phone _____

b. Cell _____

c. Fax _____

d. Email _____

d. School Name/Location

a. School Name _____

b. School District _____

c. Address _____

2.) Nature of the Call

a. Visible Mold and/or Water Issue (go to item 3)

b. Informational Inquiry (go to item 5)

3.) Number of building locations involved _____, if more than one building list all by name and location.

a. _____

b. _____

c. _____

d. _____

4.) Water Issue/Visible Mold Information (answer for each involved building)

a. Water Issue – need source of invasive water

i. Exterior, Interior or Both

1. Exterior Source

a. Rain

b. Flood

c. Seepage



SAMPLE INFORMATION REQUESTED BY SPELL JIF MOLD HOTLINE

d. Other: _____

e. Unknown at this time?

2. Interior Source

a. Water Supply Line

b. AC Unit/HVAC Related

c. Fire Suppression System/Sprinkler Line

d. Sewage Back/Toilet Overflow

e. Other: _____

f. Unknown?

b. Visible mold

i. Amount found (in square footage by location)

ii. Provide photo/s of mold area/s

iii. When was the mold found?

c. Specific areas within each involved location affected

i. Classrooms, offices, library, gymnasium, cafeteria, auditorium, crawl space, etc.

ii. Interior walls, exterior walls, floors, ceiling tiles, air handling ducts, unit ventilator, books, closets, etc.

iii. Estimated Square footage of impacted area and/or how many classrooms/offices, etc.

d. Other Hazardous Materials Potentially Involved

i. Potential Other hazards impacted such as:

1. Lead Based Paint

2. Potential or Known Asbestos Containing Materials

a. Insulation

b. Floor Tiles

c. Wall Materials

d. Ceiling Tiles

e. Caulk

f. Others



SAMPLE INFORMATION REQUESTED BY SPELL JIF MOLD HOTLINE

3. Fluorescent Bulbs (PCB's/Mercury)
4. Other Chemicals
 - a. Maintenance/Cleaning Products
 - b. Science Lab Chemicals
 - c. MSDS Sheets available?

5.) Remediation Underway

- a. Has a remediation been initiated and abatement vendor hired?
- b. If yes, Contractor Information
- c. Contractor Information:
 - a. Company _____
 - b. Project Manager/Contact _____
 - c. Phone _____
 - d. Cell _____
 - e. Fax _____
 - f. Email _____

6.) If Informational/Inquiry Call

- a. What is your question?
- b. Responses will be given based upon individual situations and questions asked.
- c. Information of caller will be collected for tracking purposes.

SPELL JIF Mold Hotline is managed by:

