



See the Overview Document for More Information

## **Mold Checklist**



## Mold Checklist

Mold thrives where water and moisture are present. Mold can be visible or hidden. Certain factors increase the risk of mold growth in buildings. When mold grows in buildings, some staff and students may report adverse health effects, particularly those with allergies, asthma, or other respiratory problems. Some health effects associated with mold may include irritation of the eyes, skin, nose, throat, and lungs. For some sensitive individuals, breathing or touching mold can cause them to have allergic reactions.

Controlling moisture is the key to managing mold in educational settings. The water required for mold to grow can enter the building through a leaky roof, windows, foundation, and other openings. Water can enter due to flooding in the area, poor drainage, or misdirected sprinklers.

Use this checklist to evaluate possible mold growth in the building. To assist in identifying damp surfaces consider using a moisture meter. When filling out the checklist, be specific and detailed on the location where the problem was identified; for example, refer to the floor, wing, department, or room number. This is a mold checklist that will help users identify what areas/items require further investigation. It is part of a series of documents in an NEA Building Walkthrough Toolkit. If the “YES” column is checked off in any of the below categories, those items will require additional follow-up, investigation, and mitigation.

Worksite Address: \_\_\_\_\_

Location within the Building: \_\_\_\_\_

Building Name: \_\_\_\_\_

Room: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Conducted by Health and Safety Committee Local: \_\_\_\_\_

Facilities Representative: \_\_\_\_\_

Sources of Water and Moisture	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Is the building located where there are periods of high outdoor humidity?									
Are there leaks in the roof?									
Are there plumbing leaks?									
Are there foundation leaks or seepage into the floor?									
Are there window leaks? Is the leak coming through the window or around the frame?									
Are there wall leaks?									
Is there standing water near the foundation?									
Is there condensation on cold pipes?									
Are water or other liquid spills left unattended?									
Are there leaks under or around window air conditioner units?									

Presence of Risk Factors	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are any of the following risk factors present in the area:									
Carpet cleaning before a school closure									

Ventilation during the period of closure and HVAC systems are shut off for periods									
Variable air volume (VAV) ventilation system that provides ventilation only when temperature or carbon dioxide levels are out of recommended range									
Lack of air conditioning									
Flat roof									
Standing water on the roof									
Downspouts that direct water towards the building									
Grading around the foundation that directs water toward the building									
High water table									
Underground streams									
Damp basement									
Damp slab									
Insulation inside ventilation ductwork									
Missing insulation on pipes that lets condensate drip									
Carpeting, curtains, upholstered furniture, and other porous surfaces that could get wet and dirty									

Cellulose ceiling tiles									
Bowed ceiling tiles									
Is there a history of flooding or water intrusion?									
Are filters in window air conditioners dirty?									
Are exhaust fans and vents in bathrooms, showers, kitchens, gyms, and auditoriums (or other large or specialized areas) dirty?									

<b>Dampness, Water Stains, Discoloration</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>N/A</b>	<b>LOCATION</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION REQUIRED</b>	<b>CORRECTIVE ACTION IN PROGRESS</b>	<b>CORRECTION COMPLETED</b>
Do you observe any dampness, water stains, and/or discoloration in the following areas:									
Ceilings									
Ceiling tiles (bowing indicates dampness)									
Walls (bubbling paint, peeling wallpaper)									
Windowsills and/or window frames									
Wood floors									
Tile floors									
Carpeting									

Tile or other laminate floors									
Around or under window air conditioner units									
Around water fountains or water dispensers									
Around or in bathrooms									
Around or in service/custodial closets or sinks									
Around or in kitchens									

<b>Odors</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>N/A</b>	<b>LOCATION</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION REQUIRED</b>	<b>CORRECTIVE ACTION IN PROGRESS</b>	<b>CORRECTION COMPLETED</b>
Are room occupants reporting damp, musty, moldy, or any unpleasant smells?									
Are room occupants reporting health symptoms, complaints, or problems?									

<b>Water Damage</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>N/A</b>	<b>LOCATION</b>	<b>COMMENTS</b>	<b>CORRECTIVE ACTION REQUIRED</b>	<b>CORRECTIVE ACTION IN PROGRESS</b>	<b>CORRECTION COMPLETED</b>
Is there visible mold in the following areas:									
Ceilings									

Ceiling tiles									
Walls									
Windowsills or window frames									
Wood floors									
Tile floors or laminate floors									
Carpeting									
On room-facing air supply or return vents, registers, and grills									

Hidden Mold	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
Are there indications of hidden mold due to unpleasant odors or consistent occupant health complaints in the following areas:									
<i>Disclaimer: For hidden mold, be cautious when conducting investigations inside mechanical units or building areas, as it can lead to very high concentrations of airborne mold spores released. Consider being accompanied by facilities personnel.</i>									
Behind walls									
Above ceilings									
Carpet backing or padding									
Undersides of desks									

Books and papers									
Files or file cabinets									
Cardboard box storage, storage rooms, wood storage, or fabric storage									
Air vents									
Inside ventilation ductwork, mixing chambers, drip pans, or on filters									
Mechanical room									
Basement, basement mechanical rooms, around sump pumps, or fire suppression equipment									
Inside ventilation ductwork, mixing chambers, drip pans, or on filters									
Crawl spaces or pipe chases									
Basement									
On roof around flashing and edges, pooling on gravel or membranes, or along with mechanical devices									
Under sinks									
Window wells									



## Mold Abatement Measures

Employers can implement various mitigation measures to reduce mold growth in educational settings. The key to controlling indoor mold growth is to control moisture. District administrators can reduce indoor humidity by:

- Venting to the outside showers and other moisture-generating sources;
- Controlling humidity levels by using air conditioning and dehumidifiers;
- Inspecting the workplace for signs of mold caused by water pooling in air conditioners and refrigerator drip pans; and
- Avoid installing carpet in areas where moisture problems can occur, such as near drinking fountains or classroom sinks.

The following checklist outlines additional action items that district administrators can do to prevent mold from growing in the learning environment. If users check off the “**NO**” column in any of the below categories, those items will require additional follow-up, investigation, and mitigation.

Mold Abatement Measures	YES	NO	DON'T KNOW	N/A	LOCATION	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
If there are mold concerns, has the administration implemented the following:									
Is there a mold reporting system in place? Are reports reviewed and responded to promptly?									
Are the mechanical room and roof routinely checked for unsanitary conditions, such as leaks or spills?									
Are all water leaks and moisture problems reported within 24-48 hours?									
Is the indoor relative humidity kept between 40-60 percent?									
Are cold surfaces, such as cold-water pipes and windows, covered with insulation?									
Are all bathrooms, showers, and kitchen facilities equipped with functional, clean exhaust systems and general heating and air conditioning?									
Are porous materials, such as ceiling tiles or carpet, that become moldy removed and replaced regularly and at any signs of mold?									
Are there established policies restricting moisture-generating activities, such as steam carpet cleaning?									
Is the HVAC system regularly serviced? Are condensate drip pans cleaned with biocide before the air conditioning season, to prevent mold to grow in HVAC drip pans?									

Are room-facing HVAC registers and grills regularly vacuumed and cleaned?

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