

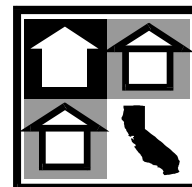
# MOLD ON RENTAL PROPERTY

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## Guidelines for Assessment and Remediation of Fungal Contamination

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ASSOCIATION

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# MOLD ON RENTAL PROPERTY

## Guidelines for Assessment and Remediation Of Fungal Contamination

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# I Introduction

In the last few years there has been an explosion in media coverage of mold-related problems in commercial and residential buildings. While mold has always been present in our indoor and outdoor environments, there has been an increase in mold occurrences in buildings, which has been linked to an aging building stock; new housing construction where porous materials may not have been kept dry during construction; and modern building techniques designed to conserve energy that also seal in moisture.

Until recently, there has been little guidance on how to identify or address the problem of mold contamination in housing. In 2001, however, the U.S. Environmental Protection Agency issued mold remediation guidelines, and in California, legislation was passed that requires the Department of Health Services to establish standards for mold hazard identification, disclosure, and remediation for residential, commercial, and public buildings.

The CAA Guidelines for Assessment and Remediation of Fungal Contamination are designed to help property owners and managers prevent mold problems from occurring and to remediate any problems quickly and effectively. This guide was designed by the CAA Mold Task Force to be used by building owners and managers in tandem with the EPA's mold remediation guidelines. If extreme mold contamination exists and/or residents complain of severe health effects attributable to mold, an attorney and/or mold remediation professional should be contacted.

## II Background - The Need for Guidelines

### A. Types of Mold: Sources and Likely Locations of Mold

There are at least 1,000 species of mold that are common in the United States. The molds most commonly found in buildings with water intrusion are *Cladosporium*, *Penicillium*, *Aspergillus*, *Fusarium* and *Stachybotrys chartarum* (formerly known as *Stachybotrys Atra*). Some molds produce several different mycotoxins while others only produce toxins under certain environmental conditions. Mycotoxins are natural products from molds that may cause a toxic response when small amounts are eaten, inhaled, or touched. Molds do not always produce toxins in every situation. Scientists believe that certain conditions must be present for a mold to produce mycotoxins, specifically the right combination of temperature, moisture, type of material the mold is growing on and, perhaps, competition from other microorganisms. *Stachybotrys chartarum* can produce over 163 different mycotoxins. However, the presence of toxin-producing molds does not necessarily mean that mycotoxins are present, or that mycotoxins are present in quantities sufficient to pose health risks. For more information on the health issues that may be associated with exposure to mold and mycotoxins, see pages 13-14.

Mold can grow on virtually any organic substance. Three conditions are necessary for mold growth to occur: (1) the right temperature (40-100 degrees Fahrenheit); (2) a nutrient base (i.e. dust, soil, leaves, wood and paper); and (3) moisture. When excessive moisture accumulates in buildings or on building materials, mold growth is likely to occur, particularly if the moisture problem remains undiscovered or uncorrected. Much of the mold found indoors comes from outside, i.e., spores entering the home through open doorways, windows, and heating, ventilation, and air conditioning (HVAC) systems. Most spores are very buoyant and are dispersed by air movement. Some spores may remain viable for several years. A single spore can form a new colony, which within a few days can release trillions of additional spores. When mold spores land on a damp spot indoors, they begin to grow, digest, and eventually, if uncontrolled, destroy whatever they land on. The severity of mold growth depends on the amount of time materials remain wet. Accordingly it is important to address any moisture problems as soon as possible.

<u>Indoor Moisture Sources</u>	<u>Outdoor Moisture Sources</u>
<ul style="list-style-type: none"> <li>➤ Humidifiers</li> <li>➤ Plumbing leaks</li> <li>➤ House plants</li> <li>➤ Firewood storage indoors</li> <li>➤ Unvented clothes dryer/indoor clothes line</li> <li>➤ Improper venting of combustion appliances</li> <li>➤ Roof leaks</li> <li>➤ Damp basements or crawl spaces</li> <li>➤ Backed up sewers</li> <li>➤ Excessive watering of household plants</li> <li>➤ Shower, bath, and cooking steams</li> <li>➤ Stoves, dryers, and other appliances that are not exhausted to the outdoors</li> <li>➤ Fireplace construction defects</li> <li>➤ Wet building materials such as cellulose, ceiling tiles, paints, wallpaper, insulation, drywall, carpeting and upholstery.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flooding</li> <li>➤ Rain or snowmelt</li> <li>➤ Seasonal high humidity</li> <li>➤ Ground moisture</li> <li>➤ Faulty landscaping</li> <li>➤ Bird droppings</li> <li>➤ Gutters that direct water into or under the building</li> <li>➤ Retention of moisture in exterior walls and stucco or faulty building materials</li> </ul>

## B. Mold and Its Potential Impacts

Indoor mold exposure does not always present a health problem. We are all exposed to mold on a daily basis both indoors and out, but not everyone develops health problems as a result. Molds can produce allergens, toxins (“mycotoxins”) and irritants, each of which can create different adverse health effects in some people. Mold spores primarily cause health problems when they become airborne and are inhaled. People can also be exposed to mold through skin contact and by eating moldy food. Whether or not symptoms develop in people exposed to fungi depends on the nature of the fungal material (e.g., allergenic, toxic, or infectious), the amount of exposure, and the susceptibility of exposed persons.

<u>Symptoms of mold exposure include</u>	<u>Individuals who are at higher risk for adverse health effects</u>
<ul style="list-style-type: none"> <li>➤ Respiratory problems: wheezing, difficulty breathing, shortness of breath, dry, and hacking cough.</li> <li>➤ Nasal and sinus congestion</li> <li>➤ Nose and throat irritation, sore throat</li> <li>➤ Eye irritation: watery or red eyes, blurred vision, light sensitivity</li> <li>➤ Skin irritation</li> <li>➤ Central nervous system problems: constant headaches, memory problems, and mood changes</li> <li>➤ Aches and pains</li> <li>➤ Fever</li> </ul>	<ul style="list-style-type: none"> <li>➤ Infants</li> <li>➤ Elderly Persons</li> <li>➤ Immune-compromised patients (people w/ HIV infection, cancer chemotherapy, liver disease, etc.)</li> <li>➤ Pregnant women</li> <li>➤ Individuals with existing respiratory conditions (allergies, multiple chemical sensitivity, asthma).</li> </ul>

From “Mold Remediation in Schools and Commercial Buildings,” U.S. Environmental Protection Agency, (March 2001).

## C. State and Federal Guidelines for Mold

There are currently no state or federal laws or regulations that define the amount or type of mold that is hazardous or that define owners’ duties with respect to mold. The Federal Environmental Protection Agency, however, recently released guidelines for the identification and remediation of mold in schools and commercial buildings. While the EPA guidelines were written for nonresidential settings, they can be easily applied to residential housing. The CAA Guidelines herein are based on the EPA guidelines as well as guidelines developed by health officials in New York City. (See, Section III, page 5).

**EPA Guidelines.** The focus of the EPA Guidelines is on effective prevention and cleanup, rather than risk assessment and sampling. Most of the recommended prevention techniques are simple maintenance measures that can be implemented by the majority of property managers and owners. Mold remediation methods depend on the extent of mold contamination, as determined through a visual inspection. The EPA Guidelines are similar to guidelines currently used in New York City and in Canada. While the EPA Guidelines are only a guidance document, in the absence of any other regulation, it is likely to be viewed as the standard of care for owners of rental properties.

**California Legislation** The Toxic Mold Protection Act of 2001 (Health & Safety Code Sections 26100, *et seq*) requires the state Department of Health Services (DHS) to convene a task force comprised of various individuals including, but not limited to, rental property owners, insurers, builders, and managers, to advise the department on the development of standards for assessment of mold in indoor environments and remediation of mold. DHS is required to develop public education materials that address the health effects of mold, mold prevention, and mold identification and remediation, and provide contact information to organizations or governmental entities to assist public concerns.

Six months after the guidelines are established by the Department, anyone who sells, transfers, or rents residential, commercial, or industrial real property or a public entity that owns, leases, or operates a building, who knows, or in specified instances has reasonable cause to believe, that mold is present that affects the unit or building would be required to provide a written disclosure to potential buyers, prospective tenants, renters, landlords, or occupants.

Also, six months after the guidelines are developed, owners must provide a general pamphlet developed by the Department.

The Act does not require an owner, seller, or transferor to conduct air tests to determine whether the presence of mold constitutes mold infestation as defined in the Act, or requires remediation. The duties and requirements of this bill do not apply until at least six months after DHS adopts the requisite standards as provided in the bill. Due to budgetary constraints, as of May 2002, DHS has not yet convened the task force that would develop the standards. The California Apartment Association will participate in the development of these standards and will update this Guide as state regulatory standards are developed. For updates refer to CAA's website at [www.caanet.org](http://www.caanet.org).

### III

## Guidelines for Assessment and Remediation of Fungal Contamination

#### A. Purpose

The purpose of this guide is to prevent, assess, and remediate water intrusion/damage and/or fungal contamination. This program is based upon the Federal Environmental Protection Agency (EPA) and New York City Department of Health Mold Remediation Guidelines, which should be used in tandem with this CAA Guide and consulted whenever a mold remediation project is undertaken. Since every water damage restoration project is unique, it is impossible to provide blanket rules to apply to every water damage situation. Accordingly, this document should be used as a guidance document. In some cases, circumstances may require deviation from this program. When in doubt call an expert.

- ❖ For a copy of the EPA Guidelines, go to <http://www.caanet.org/default.asp?id=1482>
- ❖ For a copy of the New York City Guidelines and other helpful information, go to <http://www.caanet.org/default.asp?id=1329>

#### B. Resident Education

Each new resident should be given the *California Department of Health Services (DHS) Indoor Air Quality Info Sheet* entitled, “**Mold in My Home: What Do I Do?**” as part of their move in package. A current copy of the pamphlet is attached as Appendix 1. (NOTE: Due to state law, CAA anticipates that the State Department of Health Services will prepare an updated pamphlet for distribution. Refer to the website frequently for updates.) Residents should also be asked to promptly report any signs of water leakage, excessive moisture or mold or mildew growth. A sample letter to residents is attached as Appendix 2 as well as a copy of sample Lease Addendums as Appendix 3A and Appendix 3B. Either or both can be used in your housing operations.

- ❖ For a copy of the DHS info sheet, go to <http://www.dhs.ca.gov/deodc/ehib/EHIB2/topics/Moldhome%20Eng.html>

#### C. Inspection Prior To Move In

A knowledgeable member of the service staff should perform a walk-through of the unit prior to new tenants taking possession. Any apparent mold should be immediately and properly remedied as part of the turnover process.

#### D. Employee, Service Manager and Technician Training & Education

All onsite employees should receive minimum awareness training regarding proper flood restoration techniques and mold. The specific training topics should include, but not necessarily be limited to:

- Introduction to mold biology
- Safe Work Practices including proper clean up methods, personal protection and

potential health hazards. This training can be performed as part of a program to comply with the requirements of the OSHA Hazard Communication Standard (29 CFR 1910.1200)

- Review of any “company specific” policies & procedures
- Resident Awareness
- Addressing Resident Concerns
- Documentation/Notification

This training will enable regular building maintenance staff to address water intrusion and conduct remediation of isolated areas of mold contamination (i.e. 10 sq. ft. or less, ceiling tiles, small areas of walls). Additional training may be necessary to perform remediation of more extensive mold contamination

Service Managers and Technicians should receive additional training with specific focus on “hands on” techniques to perform remediation of more extensive contamination.

This training should include, but not be necessarily limited to:

- Review of Property Maintenance Program, including appropriate cleaning techniques, and HVAC maintenance schedules
- Review of Safe Work Practices
- Use of special equipment, including respirator
- Proper containment
- Use of disinfectants and/or biocides
- Proper disposal of mold-contaminated materials

Additional training or use of personnel with experience in handling environmentally contaminated materials may be necessary depending on the extent of contamination. Check CAA’s website for classes and updated education materials at [www.caanet.org](http://www.caanet.org).



## E. Mold Prevention: Moisture Control & Responding to Moisture Penetration

The key to mold prevention is moisture control. The following measures are included in the EPA Guidelines to help building owners, managers, and residents control moisture and prevent the growth of mold. The chart is included here as a quick reference for owners:

Control indoor moisture	Control outdoor moisture
<ul style="list-style-type: none"><li>▪ Fix plumbing leaks, drips or "sweating" pipes</li><li>▪ Limit sources of indoor humidity/ dehumidify indoor air</li><li>▪ Improve air movement in poorly ventilated areas</li><li>▪ Increase fresh air ventilation when outdoor air is not humid</li><li>▪ Vent moisture-generating appliances, such as dryers, to the outside</li><li>▪ Remove carpeting from bathrooms, kitchens or basements;</li><li>▪ Remove and replace previously flooded carpets and upholstery</li><li>▪ Open closet doors and shower doors to allow air circulation (use 40 watt bulb to dry and heat air in closets)</li><li>▪ Change heating and cooling system filters frequently</li><li>▪ Vacuum air return covers or screens regularly</li><li>▪ Check air conditioners for mold before each cooling season, have coils cleaned as needed</li><li>▪ Ensure that crawl space vents are in working order and unblocked; consider closing vents during summer cooling months</li></ul>	<ul style="list-style-type: none"><li>▪ Maintain roof and gutter downspout system</li><li>▪ Direct runoff away from foundation by grading, drain tile, landscaping, etc.</li><li>▪ Use air conditioning and keep building closed during high outdoor humidity</li><li>▪ Prevent leakage around windows, doors, flashing, etc.</li><li>▪ Waterproof foundation structure</li><li>▪ Remove debris from yards, roofs, and gutters</li></ul>

The EPA recommends that buildings should be routinely inspected for evidence of water damage and visible mold, moisture condensation, musty odors, water leaks, warping wood, loosening of drywall tape, cracking of plasterboard. All water damaged areas, building materials, and furnishings should be inventoried. Special attention should be given to identifying wet carpet under cabinets, furnishings, etc. The source(s) of moisture penetration should be identified, wet or damp materials should be cleaned, dried or discarded and replaced as soon as possible (within 24-48 hours). **In all situations, the underlying cause of water accumulation must be rectified or fungal growth will recur.** Emphasis should be on ensuring proper repairs of the building infrastructure, so that water damage and moisture buildup do not recur.

## F. Investigation & Assessment of Mold Contamination

If a tenant submits a mold complaint to the owner or to the management staff, management should request access to the apartment unit to perform a visual inspection within 24 hours. [A copy of a Notice to Enter Form is included as Appendix 4.](#) Mold contamination can make itself evident in a number of ways. If mold is visible, or there is an earthy or musty odor, an individual can assume that mold is present, which could create a problem for sensitive people. [A sample Mold, Mildew and Fungi Checklist is attached hereto as Appendix 5.](#)

Once a moisture or mold problem is detected, a careful visual inspection is necessary to determine the extent of the problem and the type of materials that have been damaged. Areas in which previous water damage occurred should be examined. Mold growth is often found underneath materials where water has damaged surfaces, or behind walls. Staff should also check inside air ducts and air handling units. If mold is present, staff must evaluate the situation to determine the necessary level of remediation, considering the size, in square feet of moldy areas, the source(s) or cause(s) of water or moisture problems, and the type of water-damaged materials (wallboard, carpet, etc.).

## **G. Communication of Problem to Residents**

When fungal growth requiring medium or large-scale remediation is found, the building owner and/or agent should notify occupants in the affected area(s) of its presence. Notification should include a description of the remedial measures taken, or to be taken, a timetable for completion and designation of a contact person for questions and comments. A sample notification letter, follow up letter, and Tip Sheet are attached as Appendix 6, 7, and 8.

## **H. EPA Mold Remediation Guidelines**

The goal of remediation is to remove or clean contaminated materials in a way that prevents fungi and dust contaminated with fungi from leaving the work area, while protecting the health of workers performing the abatement.

A more cautious remediation plan is recommended where a particularly toxic mold species is suspected, when extensive hidden mold is expected (behind vinyl wallpaper or in a HVAC system), when the chances of the mold becoming airborne are high, or if sensitive individuals, such as those with severe allergies or asthma are present. Property owners faced with potentially serious mold infestations should consider hiring an experienced health and safety professional to determine the extent of the problem, develop a remediation plan and to assess the effectiveness of remediation, once it is completed.

Remediation costs vary greatly depending on the nature and extent of problem - from a few hundred dollars for small isolated areas to millions for contamination that is widespread throughout a building and may have compromised structural integrity.

## IV

### Summary of EPA and NYC Mold Remediation Guidelines<sup>1</sup>

#### **A. Small Isolated Areas** (10 sq. ft or less) e.g. ceiling tiles, small areas on walls (NYC Level 1)

- Remediation can generally be performed by in-house maintenance personnel
- Containment of the work area is not required, but dust suppression methods, such as misting surfaces prior to remediation is recommended. Vacating residents from adjacent areas is not necessary, but is recommended for infants and any person with health problems that may increase their sensitivity to mold.
- Minimum personal protective equipment (gloves, N-95 respirator (available at hardware stores) and goggles/eye protection) is necessary.
- The EPA Guidelines specify cleaning methods to be used for various types of materials that may be damaged. These cleanup methods include wet vacuuming, damp wiping, HEPA vacuuming and discarding mold damaged materials. Non-porous (e.g., metals, glass, and hard plastics) and semi-porous (e.g., wood, and concrete) materials that are structurally sound and are visibly moldy can be cleaned and reused. Porous materials such as ceiling tiles and insulation, and wallboards with more than a small area of contamination should be removed and discarded. Porous materials (e.g., wallboard, and fabrics) that can be cleaned, can be reused, but should be discarded if possible. All materials to be reused should be dry and visibly free from mold.
- Contaminated materials that cannot be cleaned should be removed from the building in a sealed plastic bag. There are no special requirements for the disposal of moldy materials.
- The work area and areas used by remedial workers for egress should be cleaned with a damp cloth and or mop and detergent solution.
- All areas should be left dry and visibly free from contamination and debris

#### **B. Medium Sized Isolated Areas** (EPA defines as between 10 and 100 sq. ft; NYC defines as Levels 2: 10-30 sq ft, Level 3: 30-100 sq. ft.) e.g. single or multiple wall board panels

- Remediation can be conducted by regular building maintenance staff, with proper training. NYC recommends the use of personnel trained in the handling of hazardous materials.

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<sup>1</sup> This summary contains recommendations that are made by both the EPA and NYC. Where the guidelines differ, or a recommendation is made in only one of the documents, the source is specified.

- Containment/resident protection: the work area and areas directly adjacent should be covered with plastic sheets and taped before remediation to contain debris. Dust suppression methods, such as misting surfaces prior to remediation is recommended. The work area and areas directly adjacent should be unoccupied. Vacating residents from other areas near the work area is recommended for infants and any person with health problems that may increase their sensitivity to mold. Ventilation ducts/grills in the work area and areas directly adjacent should be sealed with plastic sheeting. EPA also recommends maintenance of the areas under negative pressure with a HEPA filtered fan unit.
- EPA recommends the use of professional judgment to determine the degree of personal protective equipment necessary (either "Limited" i.e., gloves, N-95 or half-face respirator with HEPA filter, disposable overalls, and goggles/eye protection or "Full" i.e., full-face respirator with HEPA filter, disposable full body clothing, head gear, gloves, and foot coverings). NYC recommends use of the N-95 respirator at minimum.
- Contaminated materials that cannot be cleaned should be removed from the building in sealed plastic bags.
- The work area and areas used by remedial workers for egress should be HEPA vacuumed and cleaned with a damp cloth or mop and detergent solution.
- All areas should be left dry and visibly free from contamination and debris.

**C. Large Areas/Extensive Contamination** (greater than 100 sq. ft. in an area or potential for significant occupant or remediator exposure).

- If abatement procedures are expected to generate a lot of dust (i.e., abrasive cleaning of contaminated surfaces, demolition of plaster walls) or the visible concentration is heavy (blanket coverage as opposed to patchy) then both EPA and NYC recommend that the remediation procedures for the next level up be followed.
- NYC recommends that a health and safety professional with experience performing microbial investigations should be consulted prior to remediation activities to provide oversight for the project.
- Containment/Resident Protection: Complete isolation of the work area from occupied spaces using plastic sheeting sealed with duct tape, including ventilation ducts, grills, fixtures and any other openings; the use of any exhaust fan with a HEPA filter to generate negative air pressurization. NYC also recommends the use of air locks and a decontamination room. Vacating residents from adjacent areas is not necessary, but is recommended for infants and any person with health problems that may increase their sensitivity to mold.
- NYC recommends that remediation be performed by personnel trained in the handling of hazardous materials
- Full personal protective equipment: Full face respirator with HEPA filter, disposable full body clothing, head gear, gloves, and foot coverings
- Contaminated materials that cannot be cleaned should be removed from the building in sealed plastic bags. The outside of bags should be cleaned with a damp cloth and a detergent solution or HEPA vacuumed prior to transport to uncontaminated areas of the building.

- The contained areas should be HEPA vacuumed and cleaned with a damp cloth and/or mop with a detergent solution and be visibly clean prior to the removal of isolation barriers.

#### **D. Remediation of HVAC Systems**

- NYC recommends air monitoring prior to occupancy to determine if the area is fit to reoccupy.
- NYC Guidelines specify methods, personal protective equipment, containment depending on the extent of contamination (more or less than 10 sq. ft.)
- EPA Guidelines do not address cleaning of HVAC systems – EPA has a separate publication entitled “Should You Have The Air Ducts in Your Home Cleaned.” This publication is available at <http://www.epa.gov/iaq/pubs/airduct.html>

For a copy of the EPA Guidelines, go to <http://www.caanet.org/default.asp?id=1482>

For a copy of the New York City Guidelines and other helpful information, go to <http://www.caanet.org/default.asp?id=1329>

# **California Department of Health Services**

Indoor Air Quality *Info Sheet*

## **Mold in My Home: What Do I Do?**

March 1998

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*This fact sheet provides information to people who have experienced water damage to their home and presents the health concerns related to mold exposure. It also provides general guidelines on mold detection, cleanup & removal of mold contaminated materials.*

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### **ABOUT MOLD**

**What is it?** Molds are simple, microscopic organisms, found virtually everywhere, indoors and outdoors. Molds can be found on plants, foods, dry leaves, and other organic material. Molds are needed for breaking down dead material. Mold spores are very tiny and lightweight, and this allows them to travel through the air. Mold growths can often be seen in the form of discoloration, ranging from white to orange and from green to brown and black. When molds are present in large quantities, they can cause allergic symptoms similar to those caused by plant pollen.

**Should I be concerned about mold in my home?** Yes, if the contamination is extensive. When airborne mold spores are present in large numbers, they can cause allergic reactions, asthma episodes, infections, and other respiratory problems for people. Exposure to high spore levels can cause the development of an allergy to the mold. Mold can also cause structural damage to your home. Similarly, when wood goes through a period of wetting, then drying, it can eventually warp and cause walls to crack or become structurally weak.

**What does mold need to grow?** For mold to grow, it needs:

- food sources - such as leaves, wood, paper, or dirt
- a source of moisture
- a place to grow

**Can mold become a problem in my home?** Yes, if there is moisture available to allow mold to thrive and multiply. The following are sources of indoor moisture that may cause problems:

- flooding
- backed-up sewers
- leaky roofs
- humidifiers
- mud or ice dams
- damp basement or crawl spaces
- constant plumbing leaks
- house plants -- watering can generate large amounts of moisture
- steam from cooking
- shower/bath steam and leaks
- wet clothes on indoor drying lines
- clothes dryers vented indoors
- combustion appliances (e.g. stoves) not exhausted to the outdoors

**CAUTION:** If you see moisture condensation on the windows or walls, it is also possible that you have a combustion problem in your home. It is important to have sufficient fresh air available for fuel burning appliances, such as the furnace, water heater, stove/range, clothes dryer, as well as a fireplace. A shortage of air for these appliances can result in *back drafting* of dangerous gases such as **carbon monoxide** into the home. To prevent back drafting of air, you need either open vents or a ventilation system that brings fresh air into the home to replace air that is exhausted out. *Have your local utility company or a professional heating contractor inspect your fuel-burning appliances annually.*

## **HEALTH EFFECTS**

**How am I exposed to indoor molds?** Mold is found everywhere, indoors and outdoors. It is common to find mold spores in the air of homes and growing on damp surfaces. Much of the mold found indoors comes from outdoor sources. Therefore, everyone is exposed to some mold on a daily basis without evident harm. Mold spores primarily cause health problems when they enter the air and are inhaled in large number. People can also be exposed to mold through skin contact and eating.

**How much mold can make me sick?** It depends. For some people, a relatively small number of mold spores can cause health problems. For other people, it may take many more. The basic rule is, if you can see or smell it, take steps to eliminate the excess moisture, and to cleanup and remove the mold.

**Who is at greater risk when exposed to mold?** Exposure to mold is not healthy for anyone inside buildings. It is important to quickly identify and correct any moisture sources before health problems develop. The following individuals appear to be at higher risk for adverse health effects of molds:

- Infants and children
- elderly
- immune compromised patients (people with HIV infection, cancer chemotherapy, liver disease, etc.)
- pregnant women
- individuals with existing respiratory conditions, such as allergies, multiple chemical sensitivity, and asthma.

**People with these special concerns should consult a physician if they are having health problems.**

**What symptoms are common?** Allergic reactions may be the most common health problem of mold exposure. Typical symptoms reported (alone or in combination) include:

- respiratory problems, such as wheezing, and difficulty in breathing
- nasal and sinus congestion
- eyes-burning, watery, reddened, blurry vision, light sensitivity
- dry, hacking cough
- sore throat
- nose and throat irritation
- shortness of breath
- skin irritation
- central nervous system problems (constant headaches, memory problems, and mood changes)
- aches and pains
- possible fever



**Are some molds more hazardous than others?** Allergic persons vary in their sensitivities to mold, both as to amount and type needed to cause reactions. In addition, certain types of molds can produce toxins, called *mycotoxins*, that the mold uses to inhibit or prevent the growth of other organisms. Mycotoxins are found in both living and dead mold spores. **Materials permeated with mold need to be removed, even after they are disinfected with cleaning solutions.** Allergic and toxic effects can remain in dead spores. Exposure to mycotoxins may present a greater hazard than that of allergenic or irritative molds. Mycotoxins have been found in homes, agricultural settings, food, and office buildings.

## DETECTION OF MOLD

**How can I tell if I have mold in my house?** If you can see mold, or if there is an earthy or musty odor, you can assume you have a mold problem. Allergic individuals may experience the symptoms listed above. Look for previous water damage. Visible mold growth is found underneath materials where water has damaged surfaces, or behind walls. Look for discoloration and leaching from plaster.

**Should I test my home for mold? The California Department of Health Services does not recommend testing as the first step to determine if you have a mold problem.** Reliable sampling for mold can be expensive, and requires equipment not available to the general public. Residents of individual private homes must pay a contractor to carry out such sampling, as it is not usually done by public health agencies. Mold cleanup is usually considered one of the housekeeping tasks of the private citizen, along with roof and plumbing repairs, sweeping and house cleaning.

Another problem is that there are few available standards for judging what is an acceptable quantity of mold. In all locations, there is some outdoor levels of molds. If sampling is carried out, an outdoor air sample needs to be taken at the same time as the sample indoors, to provide a baseline measurement. Since the susceptibility of individuals varies so greatly, sampling is at best a general guide.

**The simplest approach is: if you can see or smell mold, you have a problem.** Once you know the problem exists, follow the procedure given next.

**Unless the source of moisture is removed and the contaminated area is cleaned and disinfected, mold growth is likely to reoccur.**

## GENERAL CLEAN-UP PROCEDURES

- Identify and correct the moisture source
- Clean, disinfect, and dry the moldy area

- Bag and dispose any material that has moldy residues, such as rags, paper, leaves, or debris.

**What can I save? What should I toss?** Substances that are porous and can trap molds, such as paper, rags, wallboard, and rotten wood should be decontaminated and thrown out. Harder materials such as glass, plastic, or metal can be kept after they are cleaned and disinfected.

Ultimately, it is critical to remove the source of moisture first, before beginning remedial action, since mold growth will return shortly if an effected area becomes re-wetted.

**Removal of Moldy Materials** After fixing the moisture source and removing excess moisture, the cleanup can begin:

- Wear gloves when handling moldy materials
- Remove porous materials (examples: ceiling tiles, sheetrock, carpeting, wood products)
- Carpeting can be a difficult problem -- drying does not remove the dead spores. If there is heavy mold, disposal of the carpet should be considered
- Bag and discard the moldy substances
- Allow the area to dry 2 or 3 days
- If flooded, remove all sheetrock to at least 12 inches above the high water mark. Visually inspect the wall interior and remove any other intrusive molds. (This step may have to be carried out by a licensed contractor).

**CAUTION: Spores are easily released when moldy material is dried out.**

### **Soap Cleanup**

Before disinfecting contaminated areas, clean the areas to remove as much of the mold (and food it is growing on) as possible.

- Wear gloves when doing this cleanup
- Use a non-ammonia soap or detergent, or a commercial cleaner, in hot water, and scrub the entire area affected by the mold
- Use a stiff brush or cleaning pad on block walls or uneven surfaces
- Rinse clean with water. A wet/dry vacuum is handy for this.

### **Disinfect Surfaces**

- Wear gloves when using disinfectants

- After thorough cleaning and rinsing, disinfect the area with a solution of 10% household bleach (e.g., 1½ cup bleach per gallon of water). Using bleach straight from the bottle will not be more effective
- **Never mix bleach with Ammonia - the fumes are toxic**
- For spraying exterior large areas, a garden hose and nozzle can be used
- When disinfecting a large structure, make sure the entire surface is wetted (floors, joists, and posts)
- Avoid excessive amounts of runoff or standing bleach
- Let disinfecting areas dry naturally overnight -- this extended time is important to kill all the mold.

**CAUTION: Bleach fumes can irritate the eyes, nose, and throat, and damage clothing and shoes. Make sure the working area is ventilated well.**

**Can cleaning up mold be hazardous to my health?** Yes. Exposure to mold can occur during the cleaning stage. Mold counts are typically 10 to 1000 times higher than background levels during the cleaning of mold damaged materials. Take steps to protect your health during cleanup:

- When handling or cleaning moldy materials, consider using a mask or respirator to protect you from breathing airborne spores. Respirators can be purchased from hardware stores; select one for particle removal (sometimes referred to as a N95 or TC-21C particulate respirator). Respirators are not as effective removing bleach fumes, so minimize your exposure when using bleach or other disinfectants.
- Wear protective clothing that is easily cleaned or discarded
- Use rubber gloves
- Try cleaning a small test patch of mold first. If you feel that this adversely affected your health, you should consider paying a licensed contractor or professional to carry out the work
- Ask family members or bystanders to leave areas when being cleaned.
- Work over short time spans and rest in a fresh air location.
- Air your house out well during after the work

**CAUTION: Never use a gasoline engine indoors (e.g. pressure washer, generator) -- you could expose yourself and your family to carbon monoxide.**

**Can Air Duct Systems become Contaminated with Mold?** Yes. Air duct systems can become contaminated with mold. Duct systems can be constructed of bare sheet metal, sheet metal with an exterior fibrous glass insulation, sheet metal with an internal fibrous glass liner, or made entirely of fibrous glass. If your home's air duct system has had water damage, first identify the type of air duct construction that you have. Bare sheet metal systems, or sheet metal with exterior fibrous glass insulation, can be cleaned and disinfected.

If your system has sheet metal with an **internal** fibrous glass liner, or are made entirely of fibrous glass, the ductwork normally will need to be removed and discarded. Ductwork in difficult locations may have to be abandoned. If you have other questions, contact an air duct cleaning professional, or licensed contractor.

**After I've cleaned everything as thoroughly as possible, can I still have mold odors?** Yes. It is possible that odors may persist. Continue to dry out the area and search for any hidden areas of mold. If the area continues to smell musty, you may have to re-clean the area again (follow the cleaning steps given in this sheet). Continue to dry and ventilate the area. Don't replace flooring or begin rebuilding until the area has dried completely.

**How can further damage to my home be prevented?** Check regularly for the following:

- moisture condensation on windows
- cracking of plasterboard
- drywall tape loosening
- wood warping
- musty odor

If you see any of the above, seek out and take steps to eliminate the source of water penetration, as quickly as possible.

**Can Ozone air cleaners help remove indoor mold, or reduce odor or pollution levels?** Some air cleaners are designed to produce ozone. Ozone is a strong oxidizing agent used as a disinfectant in water and sometimes to eliminate odors. However, ozone is a known lung irritant. Symptoms associated with exposure include cough, chest pain, and eye, nose, and throat irritation. Ozone generators have been shown to generate indoor levels above the safe limit. Furthermore, it has been demonstrated that **ozone is not effective in controlling molds and fungi**, even at high concentrations far above safe health levels. Also, ozone may damage materials in the home. For these reasons, **the California Department of Health Services strongly recommends that you do not use an ozone air cleaner in any occupied residential space.** Refer to the CDHS IAQ Info Sheet: *Health Hazards of Ozone-generating Air Cleaning Devices* (January 1998).

## **USEFUL PUBLICATIONS**

***Biological Pollutants in Your Home***, 1990. Available from local ALA or U.S. EPA's IAQINFO. *Concise booklet aimed at concerned or affected homeowner*

***Mold, Moisture & Indoor Air Quality: A Guide to Designers, Builders, and Building Owners***, 1994. Available from Building Science Corp. (978) 589-5100 or info@buildingscience.com.

***Moisture, Mold and Mildew in Building Air Quality (Appendix C)***, 1991. Available from U.S. EPA's IAQINFO. *Illustrative and useful resource guide.*

***Repairing Your Flooded Home***. Available from American Red Cross and FEMA offices. *Excellent resource with details on technical & logistical issues.*

***Clean-up Procedures for Mold in Houses***. Available from Canada Mortgage & Housing Corp. 800-668-2642. *Effective, hands-on information for affected homeowner.*

***NIOSH Warns of Hazards of Flood Cleanup Work***. National Institute of Occupational Safety and Health (NIOSH) Update. *Aimed at flood emergency workers.* 800-356-4674.

***Factsheet on Stachybotrys atra (chartarum)***. CDHS Environmental Health Investigations Branch, April 1997. *Summarizes information on S.A. and includes NYC recommendations for evaluating and remediating microbial contamination.*

## **REFERRALS TO OCCUPATIONAL & ENVIRONMENTAL CLINICS**

**Association of Occupational & Environmental Clinics.** 202-347-4976;  
<http://gilligan.mc.duke.edu/oem/aoec.htm>

**American College of Occupational & Environmental Medicine.** 847-228-6850; <http://www.acoem.org>.

## **FOR FURTHER HELP OR INFORMATION:**

**Contact your County or City Department of Health or Environmental Health**

**American Red Cross Disaster Response** Tel: 213-739-5200 or call local chapter

**U.S. EPA's IAQ Information Clearinghouse (IAQ INFO)** Tel: 800-438-4318 or 202-484-1307 Phone assistance (9 am to 5 pm, EST) <http://www.epa.gov/iaq/>

## **CA Department of Health Services**

**Environmental Health Investigations Branch**, 1515 Clay Street, 16<sup>th</sup> Fl., Oakland, CA 94612, 510-622-4500

**Indoor Air Quality Section**, 2151 Berkeley Way (EHLB), Berkeley, CA 94704,  
[www.cal-iaq.org](http://www.cal-iaq.org) 510-540-2476

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*This INFO SHEET includes materials provided through the courtesy of the Minnesota Department of Health Indoor Air Program. It was produced in March 1998 by the CA DHS Indoor Air Quality Section.*

## Appendix 2 - Sample Resident Letter

Dear Resident(s):

It is our goal to maintain the highest quality living environment for our residents. In the interest of achieving this goal, we ask that you take a moment to read the following information regarding simple measures that you can take to avoid, and if necessary to address, mold and mildew problems in your home.

Molds and mildews are microscopic organisms found virtually everywhere in our environment, both indoors and outdoors, which spread through the dispersal of airborne spores. When excess moisture is present inside a home, mold and mildew can accumulate and grow. If not addressed, accumulations of mold and mildew can lead to adverse health effects, such as allergy symptoms or respiratory problems in some people.

The best way to avoid problems with mold and mildew is to prevent excessive moisture build up in your home. Excess moisture can collect in a home from a wide variety of sources. Broken water lines or sprinklers, the accumulation of rainwater from roofs or windows, or plumbing leaks can all lead to water infiltration. Excess moisture, however, can also build up as a result of daily activities such as showering, laundering, cooking, and from watering plants. Other factors such as poor air circulation, extreme differences in indoor and outdoor air temperatures, or failure to quickly clean up accumulated moisture can encourage mold growth.

There are several measures that you can take to reduce moisture build up in your home and to discourage the growth of mold and mildew. First, make sure your home is properly ventilated through operation of your HVAC system and/or by opening windows and doors. Proper air circulation will help prevent excess moisture build up in the more humid areas of your home. Second, use the preinstalled fans in both your bathroom and laundry areas. In order to minimize the opportunity for moisture build up, start the fans before bathing or washing clothes, and allow them to continue to operate until after these activities are complete. Third, wipe down any visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible. Finally, promptly call the [leasing office; resident services office; owner] to report any signs of water leakage or infiltration or any signs of excessive mold or mildew growth.

Following these simple steps will dramatically reduce the likelihood of mold and mildew problems in your home and will allow us to respond promptly should a problem develop. If you have any questions regarding this information, please contact [the leasing office; resident services office; owner] and [we/I] will be happy to assist you.

Receipt Acknowledgement

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Resident Signature  
Dated: \_\_\_\_\_

**Appendix 3A – Sample Lease Addendum – Option 1**

**Lease Addendum - Mold Notification**

It is our goal to maintain the highest quality living environment for our residents. Therefore, know that the Owner/Agent has inspected the unit prior to lease and knows of no damp or wet building materials and knows of no mold or mildew contamination. Resident is hereby notified that mold, however, can grow if the premises are not properly maintained or ventilated. If moisture is allowed to accumulate in the unit, it can cause mildew and mold to grow. It is important that Residents regularly allow air to circulate in the apartment. It is also important that Residents keep the interior of the unit clean and that they promptly notify the Owner/Agent of any leaks, moisture problems, and/or mold growth.

Resident agrees to maintain the premises in a manner that prevents the occurrence of an infestation of mold or mildew in the premises. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:

1. Resident agrees to keep the unit free of dirt and debris that can harbor mold.
2. Resident agrees to immediately report to the Owner/Agent any water intrusion, such as plumbing leaks, drips, or “sweating” pipes.
3. Resident agrees to notify owner of overflows from bathroom, kitchen, or unit laundry facilities, especially in cases where the overflow may have permeated walls or cabinets.
4. Resident agrees to report to the Owner/Agent any significant mold growth on surfaces inside the premises.
5. Resident agrees to allow the owner/agent to enter the unit to inspect and make necessary repairs.
6. Resident agrees to use bathroom fans while showering or bathing and to report to the Owner/Agent any non-working fan.
7. Resident agrees to use exhaust fans whenever cooking, dishwashing, or cleaning.
8. Resident agrees to use all reasonable care to close all windows and other openings in the premises to prevent outdoor water from penetrating into the interior unit.
9. Resident agrees to clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible. (Note: Mold can grow on damp surfaces within 24 to 48 hours.)
10. Resident agrees to notify the Owner/Agent of any problems with the air conditioning or heating systems that are discovered by the Resident.
11. Resident agrees to indemnify and hold harmless the Owner/Agent from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys’ fees that the Owner/Agent may sustain or incur as a result of the negligence of the Resident or any guest or other person living in, occupying, or using the premises.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date



**Appendix 3B – Sample Lease Addendum – Option 2**

**Lease Addendum – Ventilation**

Moisture can accumulate inside an apartment dwelling if it is not regularly aired out, especially in coastal communities. Allowing moisture to accumulate can cause mildew and mold to grow within an apartment. It is important that you, as the resident, regularly allow air to circulate in your home by using bathroom fan(s), using ceiling fans where available, and regularly opening the windows and sliding doors. The windows and sliding doors are equipped with locks, which allow them to be locked in an open position. If any of these locks are missing or broken, please contact our management or maintenance office, and they will repair or replace the locks.

It is common for mold and mildew to grow if even a small amount of moisture builds up. You should clean up any mold and mildew with a household cleaner. If you experience any plumbing leak(s) from the ceiling or any door or window, please notify the onsite property management or maintenance personnel immediately. Our staff will perform a walk through inspection of the apartment with you before you move in. The apartment is your home, and we will not and cannot enter it without your express permission. We, therefore, rely upon you to keep the interior of your apartment clean and to notify us promptly if any problems occur.

If air is allowed to circulate in your apartment, mold and mildew should not grow. However, if you allow moisture to accumulate, mold may grow. If you notice mold growing in your apartment, please notify our onsite property management or maintenance staff immediately, preferably in writing.

I have read and understand this Addendum

\_\_\_\_\_  
Resident                      Date

**Appendix 4 - Notice of Entry**

**NOTICE TO ENTER DWELLING UNIT  
(CC 1954)**

Pursuant to California Civil Code Section 1954, Owner/Agent hereby gives notice to: \_\_\_\_\_

\_\_\_\_\_, and all persons in

premises located at: \_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_

*(Street Address)*

, CA \_\_\_\_\_

*(City)*

*(Zip)*

Owner, Owner's Agent or Owner's employees will enter said premises on or about \_\_\_\_\_, during normal business hours for the reason set forth in the checked item below: *(Date)*

- 1. To make necessary or agreed repairs
- 2. To do necessary or agreed decorating
- 3. To make necessary or agreed alterations or improvements
- 4. To supply necessary or agreed services
- 5. To exhibit the rental unit to prospective or actual purchasers
- 6. To exhibit the rental unit to prospective mortgagees
- 7. To exhibit the rental unit to prospective tenants
- 8. To exhibit the rental unit to workmen or contractors
- 9. Pursuant to Court Order
- 10. To inspect waterbed or liquid-filled furniture
- 11. To test the smoke detector
- 12. To verify Resident has abandoned premises

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner/Agent*



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## Appendix 5 - Mold, Mildew & Fungi Unit Checklist

<b>Apt.#</b> <b>Date:</b> <b>Assigned to:</b>	<b>Clean Vendor:</b> <b>Paint Vendor:</b> <b>Paint Vendor:</b>
---	--

Check boxes for **Clean** (areas are clean, no work required) or **Corrected** (areas require action to correct problem). File completed checklist in unit maintenance file.

**Contact your local IAQ Manager immediately before proceeding.**

Unit exterior (signs of holding water or missing building components)	clean	corrected
Check Planters (sprinkler spray pattern)		
Check Roof		
Check Gutters		
Check Stairs		
Check Walkway		
Check Exterior Front Door		

Kitchen (note any signs of current or past signs of moisture)	clean	corrected
Check Inside all Cabinets		
Check Sink		
Check Faucets		
Check Flooring		
Check Walls and Ceilings		
Check Interior Doors		
Check Windows		
Check GCFI's		
Check Refrigerator		
Check Ice maker( connections)		
Check Dishwasher (underneath)		
Check Disposer		
Check Washing Machine		
Check Hoses		
Check Dryer		
Check Dryer Vent		

Bedroom(s) Indicate Location	clean	corrected
Check Windows		
Check Sliding Doors		
Check Light Fixture		
Check Walls and Ceilings		
Check Carpet		
Check Carpet Tack Strip in Corners		
Check Closet(s)		

Interior Entry (note any signs of current or past signs of moisture)	clean	corrected
Check Inside of Front Door		
Check Inside of Closet(s) (entry)		
Check Interior Doors		
Check Windows		
Check all Baseboards		
Check Walls and Ceilings		
Check Flooring		
Check Carpet		
Check Carpet Tack Strip in Corners		

Closets (note any signs of current or past signs of moisture )	clean	corrected
Check Shelving		
Check Walls and Ceilings		
Check Light Fixtures		
Check Attic Access Panels		

Living Room	clean	corrected
Check Inside of Closet(s) (entry)		
Check Interior Doors		
Check Windows		
Check all Baseboards		
Check Walls and Ceilings		
Check Flooring		
Check Carpet		
Check Carpet Tack Strip in Corners		
Check Sliding doors		
Check/Paint Fireplace		
Check Stair Railings in Corners		
Check Stair Railings		

Bathroom(s) Indicate Location	clean	corrected
Check Lavatory Sinks		
Check Lavatory Faucets		
Check Lavatory Pop-up		
Check Bathtubs/Showers		
Check Bath/Shower Faucets		
Check Showerheads		
Check Toilets		
Check Inside all Cabinets		
Check Inside Medicine Cabinets		
Check Shelving		
Check Flooring		
Check Walls and Ceilings		
Check Interior Doors		
Check Windows		
Check GCFI's		
Check Bathroom Exhaust Fans		

HVAC	clean	corrected
Check Operation		
Check Air Circulation		
Check Thermostat		
Check Evaporator Coil		
Check Condensate Pan		
Check Condenser Coil		
Check Condenser Fan Motor		
Check Furnace		
Check Baseboard Heaters		
Check all Vents		
Change Filters		

Patio/Balcony (note any signs of current or past signs of moisture)	clean	corrected
Check Roof		
Check Exterior Doors		
Check Deck Surface		
Check Railings		
Check Water Heater (all fittings)		
Check Storage Closet		
Check Exterior Paint		

Hallways (note any signs of current or past signs of moisture)	clean	corrected
Check Walls and Ceilings		
Check Interior Doors		
Check Light Fixtures		
Check Windows		
Check Carpet		
Check Carpet Tack Strip in Corners		

Safety/Lock/Key	clean	corrected
Check Peephole		
Check Passage Set		
Check Strike Plate (3" screws)		
Check Window Latches		
Check Sliding Door Latches		
Check Sliding Door Pin		
Check Sliding Door Charley Bar		
Check Smoke Detectors		
Check Fire Extinguisher		

Before Leaving Apartment	Completed
Leave MMF Resolution Letter for Resident	

**Comments:**

## INSPECTION CHECKLIST

<b>Apt.#</b>	<b>Move-Out Date</b>
<b>Unit Type</b>	<b>Bedrooms</b>
<b>Baths</b>	<b>Carport #</b>
	<b>Move-In Date</b>
	<b>Mailbox #</b>

Work Needed	Date	Vendor	Comments
Paint: T/U      C/P      + Ceilings			
Clean: (Include Comments)			
Carpet:    Repair    Replace    Stains			
Vinyl/ Tile:    Repair            Replace			
Location: Kitch.    B/1    B/ 2    B/3			
Blinds:      Full                  Partial			
Appliances:    Repair      Replace			
Other:			

### Unit Condition - Parts Needed

### Anticipated Charges

Approach:		
Entry:		
Living Room:		
Patio/Balcony:		
Kitchen:		
Bathrooms:		
Hallways:		
Bedrooms:		
Closets:		
HVAC:		
Garage/Carport:		
Other:		

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspection Completed By: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix 7 - Follow Up Letter**

Apt # \_\_\_\_\_

Dear Resident(s):

It has been 7 – 10 days since we inspected/treated your apartment for mold, mildew, and fungi. We hope that all of your concerns have been addressed and remediated to your satisfaction.

The “Tips to Prevent Mold, Mildew, & Fungi” sheet that we left in your apartment at the time of inspection should be very helpful to you in preventing and identifying these types of problems in the future.

If you discover any more activity, please do not hesitate to call the leasing office. We are happy to assist in any way possible.

\_\_\_\_\_  
Owner/Agent

## **TIPS TO PREVENT MOLD, MILDEW & FUNGI IN YOUR HOME**

Mold clean up is usually considered one of the housekeeping tasks of the private citizen along with reporting to the building owner any roof and plumbing issues.

Mold can become a problem in your home if there is moisture available to allow it to thrive and multiply.

The following sources of indoor moisture that may cause problems.

- House plants (watering can generate large amounts of moisture)
- Steam from cooking
- Shower/bath steam
- Wet clothes in indoor drying lines

There are several ways in which your help can prevent this in the future. The following list may be used as a guide:

### **A. Remove Excess Moisture**

1. Dry out mops and cleaning utensils thoroughly before storing inside your apartment.
2. Wipe down bathroom walls and shower doors immediately after bathing; allow towels to air out. Wash and dry towels often.
3. Wipe down any condensation from interior of windows and windowsills; wash and dry towels immediately.

### **B. Keep Things Clean**

1. Keep closets, dresser drawers – any place where mildew is likely to grow – as clean as possible.
2. Soil on dirty articles can supply enough food for mildew to start to grow when moisture and temperature is right.
3. Greasy films such as those that form on kitchen walls, also contain many nutrients for mildew-causing molds.

### **C. Circulate the Air**

1. When the outside is drier than the inside, ventilation allows the dry air to enter, take up excess moisture, and then be carried outside.
2. When natural breezes are not sufficient, please use your central air conditioning (fan only) and bath/laundry room exhaust fan(s).
3. Poorly ventilated closets get damp and musty during continued wet weather, and articles stored in them are apt to mildew.
4. Try to improve the air circulation by opening the closet doors. In addition, hang the clothes loosely so that air can circulate around them.
5. Dry all wet clothing (including clothes wet from rain or perspiration) before putting it in the closet.

#### **D. Cleaning Mold from Small Areas**

To clean a small area where mold has grown, the Federal Environmental Protection Agency recommends that you first clean the area with soap (or detergent) and water. Let the surface dry and within 24 hours apply a spray-on household biocide, such as Lysol Disinfectant, Tilex Mildew Remover, or Clorox Cleaner. Make sure you follow the instructions on the label.

Do not apply biocides to visible mold that may have grown on porous surfaces, such as sheetrock walls or ceilings. Also, do not attempt to clean or apply biocides to large areas of a non-porous surface where mold is visible. Call the owner or manager and notify them of the problem.



## Processing a Maintenance Service Request Concerning Mold or Mildew

### Action Steps

#### To Begin

1. Fill out a service request form.
2. Treat the service request as a priority.
3. Complete the **Mold and Mildew Tracking Log – Appendix 10 hereto**. Maintain the log in your files.

#### At the Unit

4. Determine the extent of any mold or mildew reported or observed, and check the source of any water infiltration or excess moisture – interior and exterior.
  - a. If a source of water or excessive moisture is found: Stop the leak or cause of excessive moisture and dry all affected areas completely.
  - b. If mold or mildew is found: Clean the mold or mildew following proper guidelines – **Reference EPA and NYC Mold Remediation Guidelines** for proper remediation.
5. Communicate to the Resident in writing the corrective action that you took and give them information about additional steps you will take if necessary. Leave a copy of the **Mold Tip Sheet – Appendix 8 hereto**.

#### Back at the Office

6. Any decision to relocate the resident should be made in consultation with owners and/or managers.
7. Complete a **Mold and Mildew Tracking Log** to reflect what action was taken- **Appendix 10 hereto**.

#### Within 7 to 10 Days

8. Send a **follow-up letter** to the Resident – **Appendix 7 hereto**.
9. Log the follow-up action on the **Mold and Mildew Tracking Log – Appendix 10 hereto**.

# Mold and Mildew Tracking Log

Property: \_\_\_\_\_

Apt #	Reported By:	Date	Condition Reported	Action Taken	Follow Up Date	Follow Up Action	Resolved (yes/no)
A1	Mr. Jones, Resident	Date	Smells Musty	Inspected the apartment, repaired and dried out leak in the bathroom	Date	Sent follow-up letter to resident	Yes
B2	Maintenance	Date	Visible mildew on window sill	Cleaned area with disinfectant	Date	Sent follow-up letter to resident, walk through one week later to re-inspect	Yes



# California Apartment Association Chapters and Divisions



## **Apartment Association of Greater Inland Empire**

*serving Riverside and San Bernardino  
Counties and the LA County cities of  
Claremont, Covina, Diamond Bar,  
Glendora, La Verne, Pomona, San Dimas,  
Walnut and West Covina*  
400 N. Mountain Avenue, Ste. 201  
Upland, CA 91786  
(909) 949-0711  
(909) 949-4272 fax

## **Apartment Association of Monterey County**

*serving Monterey County*  
975 Cass Street  
Monterey, CA 93940  
(831) 649-4704  
(831) 649-8126 fax

## **CAA Central Coast**

*serving Santa Barbara and San Luis  
Obispo Counties*

## **CAA Central Valley**

*serving Mariposa, Stanislaus and  
Tuolumne Counties*

## **CAA Contra Costa**

*serving Contra Costa County*

## **CAA Greater Fresno**

*serving Fresno, Madera, Kings, Tulare,  
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*serving western, northern and central Los  
Angeles County*

## **CAA Merced**

*serving Merced County*

## **CAA Napa**

*serving Napa County*

## **CAA San Diego**

*serving San Diego County*

## **CAA Solano**

*serving Solano County*  
divisions managed directly by the  
California Apartment Association  
980 Ninth Street, Suite 2150  
Sacramento, CA 95814-2741  
(800) 967-4222  
(877) 999-7881 toll-free fax

## **Kern County Apartment Association**

*serving Kern County*  
PO Box 809  
Bakersfield, CA 93302  
(805) 322-3288

## **Marin Income Property Association**

*serving Marin County*  
PO Box 150315  
San Rafael, CA 94915  
(415) 491-4461

## **North Coast Rental Housing Association**

*serving Del Norte, Humboldt, Mendocino,  
and Sonoma Counties*  
PO Box 12172  
Santa Rosa, CA 95406-2172  
(707) 526-9526  
(707) 569-9855 fax

## **Rental Housing Association of Northern Alameda County, Inc.**

*serving the cities of Alameda, Albany,  
Berkeley, Emeryville, Oakland, and  
Piedmont*  
2201 Broadway, Suite 311  
Oakland, CA 94612  
(510) 893-9873  
(510) 893-2906 fax

## **Rental Housing Association of Sacramento Valley**

*serving Amador, El Dorado, Placer,  
Sacramento, Sutter, Yolo and Yuba  
Counties*  
201 Lathrop Way, Suite C  
Sacramento, CA 95815  
(916) 920-1120  
(916) 929-0655 fax

## **Rental Housing Owners Assn. of Southern Alameda County**

*serving the cities of Castro Valley, Dublin,  
Fremont, Hayward, Livermore, Newark,  
Pleasanton and San Leandro*  
1264 A Street  
Hayward, CA 94541  
(510) 537-0340  
(510) 537-9541 fax

## **San Francisco Apartment Association**

*serving the city and county of  
San Francisco*  
1232 Market Street  
San Francisco, CA 94102  
(415) 255-2288  
(415) 255-1112 fax

## **San Joaquin County Rental Property Association, Inc.**

*serving San Joaquin County*  
1122 N. El Dorado Street  
Stockton, CA 95202  
(209) 944-9266  
(209) 944-9850 fax

## **South Coast Apartment Association**

*serving Orange and southern Los Angeles  
Counties*  
2102 Business Center Drive  
Irvine, CA 92612-1012  
(949) 253-4123  
(949) 261-7720 fax

## **Tri-County Apartment Association**

*serving San Mateo, Santa Clara and Santa  
Cruz Counties*  
792 Meridian Way, Suite A  
San Jose, CA 95126-3899  
(408) 297-0483  
(408) 947-0819 fax

## **California Apartment Association**

980 Ninth Street, Suite 2150, Sacramento, CA 95814 • (800) 967-4222 • (877) 999-7881 fax • [www.caanet.org](http://www.caanet.org)



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