

Mold Prevention Management Plan

Facility name _____ Date _____

Our facility's goal is to prevent mold through proper ventilation, maintenance, and repairs. We also provide guidelines to identify mold and implement effective mitigation and removal procedures.

Our mold management strategies include education, exclusion, sanitation, maintenance, and biological and mechanical controls. Our mold management plan follows these principles:

Prevent

We encourage tenants to:

- ☐ Monitor temperature and reduce humidity.
- ☐ Ventilate to promote air exchange daily.
- ☐ Inspect for mold.
- ☐ Clean mold.
- ☐ Vacuum and damp dust.
- ☐ Submit a maintenance order as soon as a problem occurs.

We train our facility staff to prevent mold using these methods:

Keep it dry

- ☐ Keep the roof and flashing in good shape with no leaks.
- ☐ Ensure water drains away from structures.
- ☐ Dry flooded or wet areas within 72 hours.
- ☐ Open wet walls for rapid drying.
- ☐ Repair water leaks immediately.
- ☐ Install vapor barriers to cover dirt floors in crawlspaces.
- ☐ Dry or replace wet carpet and padding within 72 hours of tenant contact or notification.

Keep it ventilated

- ☐ Bathroom fans vent outdoors.
- ☐ Clothes dryers vent outdoors.
- ☐ Kitchen fans vent outdoors.

Keep it maintained

- ☐ Inspect and unclog gutters, downspouts, and outdoor drainage regularly.
- ☐ Keep paint in good repair.
- ☐ Inspect and service HVAC systems _____ per _____. *For example: 1 per year.*
Frequency Time

Identify

We train our facility staff to:

- ☐ Inspect—Look for signs, such as musty odor, black or white spots in areas where moisture is typically present.
- ☐ Evaluate—Determine extent of mold problem.
- ☐ Monitor—Watch and determine which methods work best and adjust as needed.

Mitigate or remove

We train our facility staff to:

- ☐ Identify—Identify moisture and mold.
- ☐ Estimate—Estimate pest populations and compare to established action thresholds.
- ☐ Plan—Select appropriate management tactics based on current on-site information.
- ☐ Monitor—Assess effectiveness of pest management.
- ☐ Record—Keep appropriate records.
- ☐ Remove—Follow proper step to clean mold growth ([see attached guidance](#)).

Mold Prevention Plan Approval

Owner

Name _____ Date _____

Manager

Name _____ Date _____

Maintenance Supervisor

Name _____ Date _____

How to Clean Mold

For businesses

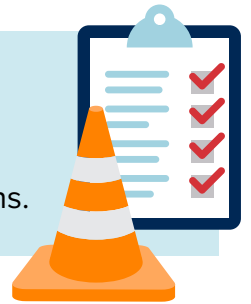
Mold grows in high moisture areas. Check windows, bathrooms, pipes, and other moist areas.

Fix leaks right away. If mold quickly returns or spreads, the building may have an ongoing water problem.

1

Inform people who live or work in the building.

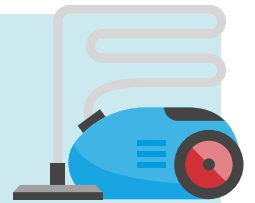
- Share your plan to clean the mold.
- Ensure tenants and others leave the work area before cleaning begins.



2

Prep the work area.

- Use a mop or HEPA-filter vacuum to clean the work area.
- Measure the moldy area. If it is larger than 10 square-feet:
 - Cover the floor and entry and exit pathways with plastic sheeting.
 - Seal ventilation ducts with plastic sheeting.
- Remove moldy porous materials (like ceiling tiles or insulation).
- Cover or remove difficult-to-clean surfaces or items (like carpet or electronics).



3

Clean mold.

- Put on safety goggles, rubber gloves, and a disposable N95 respirator.
- Clean with water and soap or detergent.
- Use a bucket and disposable rags, sponges, or brushes.



4

When you're done:

- Dispose of plastic sheeting, moldy materials, and used rags, sponges, or brushes in sealed, heavy-duty plastic garbage bags.

