



Process for Mold Assessments

The process for departments' to address mold issues is as follows:

1. The mold complaint comes in from an employee or management in a department.
2. The department's Safety Office investigates the matter via gathering more information about the complaint, performing occupant interviews, and conducting a site investigation. Afterwards, the Safety Office should identify the source of the issue, determine if methods of resolution. If resolution involves needed repairs and/or remediation, then maintenance, custodial or DPP-Capital Projects Div. (Environmental Coordinator) should be contacted to address the matter.
3. If the Safety Officer is not successful in properly identifying the source and determining the appropriate resolution for the matter, the Safety Officer should contact Risk Management for further guidance. The Safety Officer will then provide Risk Management all information (report of their assessment, photos, completed interview questionnaires, inspection checklists, etc.) that has been gathered, so that guidance on the appropriate next steps can be taken towards identification and methods of resolution.
4. If no resolution has been found, Risk Management will assist via a site visit with the department's Safety Office and Capital Projects' Environmental Coordinator (Dan Harkins) for identification and methods for resolution.