MOLD ON RENTAL PROPERTY

Guidelines for Assessment and Remediation of Fungal Contamination

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MOLD ON RENTAL PROPERTY

Guidelines for Assessment and Remediation Of Fungal Contamination

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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.

<table>
<thead>
<tr>
<th>Indoor Moisture Sources</th>
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<tbody>
<tr>
<td>➢ Humidifiers</td>
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<tr>
<td>➢ Plumbing leaks</td>
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<tr>
<td>➢ House plants</td>
</tr>
<tr>
<td>➢ Firewood storage indoors</td>
</tr>
<tr>
<td>➢ Unvented clothes dryer/indoor clothes line</td>
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<tr>
<td>➢ Improper venting of combustion appliances</td>
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<tr>
<td>➢ Roof leaks</td>
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<td>➢ Damp basements or crawl spaces</td>
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<tr>
<td>➢ Backed up sewers</td>
</tr>
<tr>
<td>➢ Excessive watering of household plants</td>
</tr>
<tr>
<td>➢ Shower, bath, and cooking steams</td>
</tr>
<tr>
<td>➢ Stoves, dryers, and other appliances that are not exhausted to the outdoors</td>
</tr>
<tr>
<td>➢ Fireplace construction defects</td>
</tr>
<tr>
<td>➢ Wet building materials such as cellulose, ceiling tiles, paints, drywall, carpeting and upholstery.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outdoor Moisture Sources</th>
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<tbody>
<tr>
<td>➢ Flooding</td>
</tr>
<tr>
<td>➢ Rain or snowmelt</td>
</tr>
<tr>
<td>➢ Seasonal high humidity</td>
</tr>
<tr>
<td>➢ Ground moisture</td>
</tr>
<tr>
<td>➢ Faulty landscaping</td>
</tr>
<tr>
<td>➢ Bird droppings</td>
</tr>
<tr>
<td>➢ Gutters that direct water into or under the building</td>
</tr>
<tr>
<td>➢ Retention of moisture in exterior walls and stucco or faulty building materials</td>
</tr>
</tbody>
</table>
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.

### Symptoms of mold exposure include

- Respiratory problems: wheezing, difficulty breathing, shortness of breath, dry, and hacking cough.
- Nasal and sinus congestion
- Nose and throat irritation, sore throat
- Eye irritation: watery or red eyes, blurred vision, light sensitivity
- Skin irritation
- Central nervous system problems: constant headaches, memory problems, and mood changes
- Aches and pains
- Fever

### Individuals who are at higher risk for adverse health effects

- Infants
- Elderly Persons
- Immune-compromised patients (people w/ HIV infection, cancer chemotherapy, liver disease, etc.)
- Pregnant women
- Individuals with existing respiratory conditions (allergies, multiple chemical sensitivity, asthma).


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. In 2006, the Department of Health Services was split into two departments, California Department of Health Services and the California Department of Public Health (CDPH). The CDPH was charged with the mold program and 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 June 2010, CDPH 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.epa.gov/mold/cleanupguidelines.html](http://www.epa.gov/mold/cleanupguidelines.html)
B. Resident Education

Each new resident should be given the California Department of Public Health (CDPH) 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 Info Sheet is attached as Appendix 1. 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 CAA’s Mold Addendum as Appendix 3.


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 (29CFR1910.1200)
- 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.

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:

<table>
<thead>
<tr>
<th>Control indoor moisture</th>
<th>Control outdoor moisture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix plumbing leaks, drips or &quot;sweating&quot; pipes</td>
<td>Maintain roof and gutter downspout system</td>
</tr>
<tr>
<td>Limit sources of indoor humidity/ dehumidify indoor air</td>
<td>Direct runoff away from foundation by grading, drain tile, landscaping, etc.</td>
</tr>
<tr>
<td>Improve air movement in poorly ventilated areas</td>
<td>Use air conditioning and keep building closed during high outdoor humidity</td>
</tr>
<tr>
<td>Increase fresh air ventilation when outdoor air is not humid</td>
<td>Prevent leakage around windows, doors, flashing, etc.</td>
</tr>
<tr>
<td>Vent moisture-generating appliances, such as dryers, to the outside</td>
<td>Waterproof foundation structure</td>
</tr>
<tr>
<td>Remove carpeting from bathrooms, kitchens or basements;</td>
<td>Remove debris from yards, roofs, and gutters</td>
</tr>
<tr>
<td>Remove and replace previously flooded carpets and upholstery</td>
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<tr>
<td>Open closet doors and shower doors to allow air circulation (use 40 watt bulb to dry and heat air in closets)</td>
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<tr>
<td>Change heating and cooling system filters frequently</td>
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<tr>
<td>Vacuum air return covers or screens regularly</td>
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<tr>
<td>Check air conditioners for mold before each cooling season, have coils cleaned as needed</td>
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<tr>
<td>Ensure that crawl space vents are in working order and unblocked; consider closing vents during summer cooling months</td>
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</tbody>
</table>
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 build-up 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 CAA Form - Notice to Enter Dwelling Unit - 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. CAA Form - Preventative Maintenance Checklist - is included 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 were 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

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.

1 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.
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.

- 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.epa.gov/mold/cleanupguidelines.html

This info sheet provides basic information on water damage in the home. It describes molds, why they may grow indoors, health concerns related to mold exposure, the detection and prevention of indoor mold, and cleanup procedures for mold-contaminated materials with reference to additional resources and documents.

ABOUT MOLD

What are molds?

Molds are simple, microscopic organisms, present virtually everywhere, indoors and outdoors. Molds, along with mushrooms and yeasts, are fungi and are needed to break down dead plant and animal material and recycle nutrients in the environment. For molds to grow and reproduce, they need only a food source—any organic matter, such as leaves, wood, or paper—and moisture. Because molds grow by digesting organic material, they gradually destroy whatever they grow on. Sometimes, new molds even grow on old mold colonies. Mold growth on surfaces can often be seen in the form of discoloration, frequently white, gray, brown, or black but also green and other colors.

How am I exposed to indoor molds?

Molds release countless, tiny spores, which travel through the air. Everyone inhales some mold every day without apparent harm. It is common to find mold spores in the air inside homes. In fact, most of the airborne spores found indoors come from outdoor sources. Mold spores primarily cause health problems when they are present in large numbers and exposure is high. This may occur when there is active mold growth within a home, office, school, or other building in which people live or work for long periods. People also can be exposed to mold by touching contaminated materials and by eating contaminated foods.

Can mold become a problem in my home?

Yes. Molds will grow and multiply whenever conditions are right, that is, when sufficient moisture is available and organic matter is present. Be on the lookout for the following common sources of moisture inside and outside your home that may lead to mold problems:

- Flooding
- Leaky roof
- Sprinkler spray hitting the house
- Plumbing leaks and overflow from sinks or sewers
- Damp basement or crawl space
- Steam from showers or cooking or humidifiers
- Wet clothes hung to dry indoors or a clothes dryer that exhausts indoors
Warped floors and discoloration on walls and ceilings can be indications of moisture problems. Condensation on windows or walls also is an important indication of excessive dampness and can be caused by some of the sources listed above. However, condensation also can be caused by an indoor combustion problem.

Therefore, inspect fuel-burning appliances annually, and contact your local utility or a professional heating contractor if you have questions.

General information on gas appliance safety is available at: http://www.pge.com/myhome/edusafety/gaselectricsafety/gasappliancesafety/.


Should I be concerned about mold in my home?

Yes. If indoor mold contamination is extensive, it can lead to very high and persistent exposures to airborne spores. Persons exposed to high spore levels can become sensitized and develop allergies to the mold or they may develop other health problems (see below).

Mold growth also can damage your furnishings, such as carpets, chairs and sofas, and cabinets. Clothes and shoes in damp closets can become soiled and start to fall apart.

Unchecked, mold growth can seriously damage the structural elements in your home, for example, floors, walls, and ceilings.

HEALTH EFFECTS

What symptoms can mold cause?

Molds produce health effects through inflammation, allergy, or infection. Allergic reactions (often referred to as hay fever) are the most common responses following mold exposure. Mold-exposed persons may experience some of the following symptoms:

• Respiratory problems, such as wheezing, difficulty breathing, and shortness of breath
• Nasal or sinus congestion
• Eye irritation (burning, watery, or reddened eyes)
• Cough
• Nose or throat irritation
• Skin rashes or irritation

Headaches, memory problems, mood swings, nosebleeds, body aches and pains, and fevers are occasionally reported in mold cases, but their causes are not understood.

How much mold can make me sick?

It depends. For some people, a relatively small number of mold spores can trigger an asthma attack or lead to other health problems. For other persons, symptoms may occur only when exposure levels are much higher. Nonetheless, indoor mold growth is unsanitary and undesirable. Basically, if you can see or smell mold, identify and eliminate excess moisture and cleanup and remove the mold (see below).
Are some molds more hazardous than others?

Perhaps - Allergic persons vary in their sensitivities to mold, both as to the amount and the types to which they react. In addition to their allergic properties, certain types of molds (such as Stachybotrys chartarum) may produce compounds with toxic properties known as mycotoxins.

A mold may not always produce mycotoxins, depending on the material on which it is growing, the indoor temperature or humidity, the pH of the material, or other, as yet unknown, factors. When produced, mycotoxins may be present in both living and dead spores as well as materials that were contaminated with mold.

A wet layer encloses S. chartarum spores while they are growing, preventing them from readily becoming airborne. However, when the mold dries up, air currents or physical handling can release spores into the air.

At present there is no environmental test to determine whether S. chartarum found in buildings is producing toxins, nor can blood or urine tests establish that an individual has been exposed to S. chartarum spores or toxins.

Are some persons at greater risk if exposed to mold?

Exposure to building-related mold is not healthy for anyone. Therefore, it is best to identify and correct high moisture conditions quickly, before mold grows and health problems develop. Some persons may have more severe symptoms or become ill more readily than others:

• Individuals with existing respiratory conditions, such as allergies, chemical sensitivities, or asthma
• Persons with weakened immune systems (such as HIV infected persons, cancer chemotherapy patients, and so forth)
• Infants and young children
• Older persons

Anyone with a health problem they believe to be due to mold should consult a medical professional.

The following additional fact sheets on mold and health effects are available from the CDPH Environmental Health Investigations Branch, (510) 620-3620 or their webpage, http://www.ehib.org/cma/topic.jsp?topic_key=15:

• Health Effects of Toxin-producing Molds in California
• Stachybotrys chartarum (atra) — A Mold that may be Found in Water-damaged Homes
• Fungi and Indoor Air Quality
• Misinterpretation of Stachybotrys Serology
MOLD DETECTION

How can I tell if I have mold in my house?

You may suspect that you have mold if you see discolored patches or cottony or speckled growth on walls or furniture or if you smell an earthy or musty odor. You also may suspect mold contamination if mold-allergic individuals experience some of the symptoms listed above when in the house. Evidence of past or ongoing water damage also should trigger a more thorough inspection for damp conditions. You may find mold growth underneath water-damaged surfaces (for example, wallpaper) or behind walls, floors, or ceilings.

Should I test my home for mold?

It depends. CDPH does not recommend testing as a first step to determine if you have a mold problem. Reliable air sampling for mold can be expensive and requires expertise and equipment that is not available to the general public. Private home and apartment owners generally will need to hire a contractor, because insurance companies and public agencies seldom provide this service. Mold inspection and cleanup usually is considered a housekeeping task that is the responsibility of a homeowner or landlord, as are roof and plumbing repairs, house cleaning, and yard maintenance.

Another reason CDPH does not recommend mold testing is that individual susceptibility varies so greatly and there are few standards for an acceptable quantity of indoor mold. If you do sample, an outdoor air sample must be collected at the same time as indoor samples to provide a baseline measurement for comparison because there always is some mold in outdoor air and this air may enter a building.

The simplest way to deal with a suspicion of mold contamination is:

If you can see or smell mold, you likely have a problem and should take the steps outlined below to correct it.

GENERAL CLEAN-UP PROCEDURES

The following information is intended as an overview for homeowners and apartment dwellers. For further details, consult the more thorough documents listed in the USEFUL PUBLICATIONS section below.

Judging how large a problem you have

Small mold problems—total area less than 10 square feet can be handled by the homeowner or apartment maintenance personnel using personal protective equipment (see below). Large contamination problems—areas greater than 100 square feet may require an experienced, professional contractor. For in-between cases, the type of containment and personal protection will be a matter of judgment.
What can I save? What should I toss?

Discard items from which it will be difficult to remove mold completely. Solid materials generally can be kept after they are cleaned thoroughly.

• First, fix the moisture problem and remove excess water.
• A wet/dry vacuum cleaner may help remove water and clean the area.
• Discard porous materials, for example, mold-damaged ceiling tiles, drywall or wallboard, carpeting, drapes, upholstered furniture, and wood products. Spores are more easily released when moldy materials dry out, therefore, remove moldy items as soon as possible.
• Contain the area in which you work to reduce the spread of dust to other areas, for example, close the door or use plastic sheets to separate the room and run a suction fan that exhausts the air outdoors.
• Remove drywall to a level above the high-water mark. Visually inspect the interior, and remove any mold-contaminated material, such as insulation.
• Carpet is often difficult to clean thoroughly, especially when the backing or padding is moldy, in which case it should be discarded.
• If properly bagged or enclosed, mold-contaminated items can be discarded with household trash.
• Clean nonporous materials, for example, glass, plastic, metal, and ceramic tiles.
• Wear gloves, an N-95 respirator, and eye protection.
• Use a non-ammonia soap or detergent, or a commercial cleaner, in hot water, and scrub the entire mold-affected area.
• Use a stiff brush or cleaning pad on cement-block walls and other uneven surfaces.
• Rinse cleaned items with water and dry thoroughly.

Disinfection of contaminated materials

Disinfecting agents can be toxic for humans as well as molds; therefore, they should be used only when necessary and should be handled with caution. Disinfectants should be applied only to thoroughly cleaned materials to ensure that the mold has been killed.

• Wear gloves and eye protection when using disinfectants and ventilate the area well.
• A 10% solution of household bleach can be used as a disinfectant. Use 1½ cups of household bleach per gallon of water.
• When disinfecting a large structure, make sure that the entire surface is wetted, for example, the floors, joists, and posts.
• Keep the disinfectant on the treated material for the prescribed time before rinsing or drying.
• 10 minutes typically is recommended for a bleach solution.
• Properly collect and dispose of extra disinfectant and runoff.
Remember
- **Do not use disinfectants instead of, or before, cleaning nonporous materials with soap or detergent.**
- **Bleach straight from the bottle is actually LESS effective than diluted bleach.**
- **Never mix bleach with ammonia because this may produce toxic fumes.**
- **Bleach fumes can irritate the eyes, nose, and throat, and spilled bleach can irritate skin and damage clothing and shoes.**

**FIRST AID**

Eye Contact: Hold eye open and rinse with water for 15–20 minutes. Remove contact lenses, after first 5 minutes. Continue rinsing eye. Call a physician.

Skin Contact: Wash skin with water for 15–20 minutes. If irritation develops, call a physician.

Ingestion: Do not induce vomiting. Drink a glassful of water. If irritation develops, call a physician. Do not give anything by mouth to an unconscious person.

Inhalation: Remove to fresh air. If breathing is affected, call a physician.

Can cleaning up mold be hazardous to my health?

Yes. During the cleaning process, you may be exposed to mold, strong detergents, and disinfectants. Spore counts may be 10 to 1000 times higher than background levels when mold-contaminated materials are disturbed. Take steps to protect your and your family’s health during cleanup.

- Use a respirator when handling or cleaning moldy materials to protect yourself from inhaling airborne spores
- You can purchase respirators from hardware stores. Select an N-95 respirator that is effective for particle (particulate) removal.
- Wear protective clothing that is easily cleaned or discarded
- Use rubber gloves
- Clean a test area first

**Beware that respirators that remove particles will not protect you from fumes, such as from bleach. When using bleach or other disinfectants, minimize exposure by ventilating the area well.**

If this activity bothered you, consider hiring a licensed contractor or other experienced professional to carry out the work. The California Department of Consumer Affairs (CDCA) provides information on how to hire a contractor and describes the different classifications of licensed contractors:

*What Kind of Contractor Do You Need?*  [http://www.cslb.ca.gov/Consumers/HireAContractor/](http://www.cslb.ca.gov/Consumers/HireAContractor/)
Licensing Classifications
http://www.cslb.ca.gov/GeneralInformation/Library/LicensingClassifications/

- Ask family members or bystanders to leave areas that are being cleaned
- Work for short time periods and rest where you can breath fresh air
- Air out your home well during and after the work

Never use a gasoline engine indoors (e.g., a water pump, pressure washer, or generator) as you could expose yourself and your family to toxic carbon monoxide.

Can air ducts become contaminated with mold?

Yes. Duct systems may be constructed of bare sheet metal, sheet metal with fibrous glass insulation on the outside, sheet metal with fibrous glass on the inside, or entirely of fibrous glass. Bare sheet metal systems and sheet metal with exterior insulation can be cleaned and disinfected.

Water-damaged fibrous glass liner often will need to be removed and discarded, and ductwork in difficult-to-reach locations may have to be abandoned. If you have questions, contact an air duct cleaning professional or licensed contractor.

Can ozone air cleaners help remove indoor mold or reduce odors?

No. Ozone is not effective in controlling indoor molds and other microbial contamination, even at concentrations far above levels safe for humans. Ozone is a strong oxidizing agent and a known lung irritant, and may damage materials in the home, for example, rubber items may become brittle.

For these reasons, CDPH strongly recommends that you NOT use an ozone air cleaner in any occupied space. Refer to the Air Resources Board, Hazardous Ozone-Generating "Air Purifiers", http://www.arb.ca.gov/research/indoor/ozone.htm

A particle removing air cleaner should only be used as a short-term means to reduce mold exposure. The underlying moisture problem must be identified, and moldy materials must be removed or cleaned.

How can I prevent indoor mold problems in my home?

Inspect your home regularly for the signs and sources of indoor moisture and mold listed on page one. Take steps to eliminate water sources as quickly as possible. Act immediately if a leak or flooding occurs.
- Stop the source of leak or flooding
- Remove excess water with mops or wet vacuum
- Move wet items to a dry, well-ventilated area or place them outdoors to speed drying. Move rugs and pull up wet carpet as soon as possible.
- Open closet and cabinet doors and move furniture away from walls to increase circulation
- Open wall cavities, remove baseboards, or pry open wall paneling if necessary to allow the area to dry thoroughly
- Run portable fans to increase air circulation
- Run dehumidifiers to remove moisture from the air
• Depending on the time of year, determine if a window air conditioner or portable heater would help dry the area.

Do NOT use the home’s central blower if it or any of the ducts were flooded because this could spread mold throughout the home.

Do NOT use fans if mold has already started to grow as this also could spread mold.

LOCAL ASSISTANCE

Your city or county health department may be able to answer questions or provide assistance on handling mold problems. Links to local California health departments can be found at http://www.cdph.ca.gov/programs/immunize/Pages/CaliforniaLocalHealthDepartments.aspx.

Other information on local government programs is available at http://www.ca.gov/About/Government/Local.html.

USEFUL PUBLICATIONS

Links to the following documents can be found at http://www.cdph.ca.gov/programs/IAQ/Pages/IndoorMold.aspx

General Information


U.S. Centers for Disease Control and Prevention. *Mold homepage*. Information on mold and health; an inventory of state indoor air quality programs; advice on assessment, cleanup efforts, and prevention of mold growth; and links to resources. http://www.cdc.gov/mold/default.htm

*Mold homepage*. Information on mold and health; an inventory of state indoor air quality programs; advice on assessment, cleanup efforts, and prevention of mold growth; and links to resources. http://www.cdc.gov/mold/default.htm


Health Canada: *Fungal Contamination in Public Buildings*


Clean-up Guidance


Consultants, Laboratories, and Clinics


PROGRAM CONTACT INFORMATION

CDPH Indoor Air Quality Section, 850 Marina Bay Parkway (EHLB), Richmond, CA 94804-6403, Phone: (510) 620-2874
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:____________________

Mold on Rental Property: Guidelines for Assessment and Remediation of Fungal Contamination
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Appendix 3 – Lease Addendum – CAA Form 2.7

MOLD NOTIFICATION ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated ________________ between

__________________________________________ (Owner/Agent)

__________________________________________ (Resident) for the

premises located at ___________________________________, Unit # (if applicable) __________

__________________________________________ (City), CA __________

It is our goal to maintain the highest quality living environment for our Residents. 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.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

<table>
<thead>
<tr>
<th>Date</th>
<th>Resident</th>
<th>Date</th>
<th>Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Resident</td>
<td>Date</td>
<td>Resident</td>
</tr>
<tr>
<td>Date</td>
<td>Owner/Agent</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

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Appendix 4 – Notice to Enter Dwelling Unit – CAA Form 19.0

NOTICE TO ENTER DWELLING UNIT/PREMISES

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

_____________________________ and all persons in the premises located at: ____________________________, Unit # (if applicable) ______

_____________________________, CA ________.

Owner/Agent or Owner's/Agent’s employee(s) will enter said premises on or about ____________________________, 20__ during normal business hours for the reason checked below:

☐ 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 or actual 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 install, repair, test, and/or maintain the smoke detector
☐ 12. When the Resident has abandoned or surrendered the premises
☐ 13. To inspect the unit prior to the termination of the tenancy if requested by Resident**

Date __________________________________________ Owner/Agent __________________________________________

* If the purpose of the entry is to exhibit the dwelling unit to prospective or actual purchasers, the notice can be given orally, in person, or by telephone if the Owner/Agent has notified the Resident in writing within 120 days of the oral notice that the property is for sale and that the Owner/Agent may contact the Resident orally for the purpose described above. Twenty-four hours is presumed reasonable notice in the absence of evidence to the contrary. At the time of entry, the Owner/Agent is required to leave written evidence of the entry inside the unit.

**48 hours is presumed reasonable notice in the absence of evidence to the contrary.

Proof of Service

To be filled out by Server AFTER service on Resident is complete

I, the undersigned, being at least 18 years of age, declare that I served this notice, of which this is a true copy, on the _____ day of ______ (month), _____(year), on the above-mentioned resident(s) in possession, in the manner indicated below.

☐ BY DELIVERING the notice personally to the Resident or to someone of suitable age and discretion at the premises at least 24 hours prior to the intended entry, or at least 48 hours prior to entry in the case of an initial inspection prior to terminating the tenancy as required by Civil Code Section 1950.5(f)

☐ BY LEAVING a copy of the notice at, near, or under the usual entry door of the premises at least 24 hours prior to the intended entry in a manner in which a reasonable person would discover the notice, or at least 48 hours prior to entry in the case of an initial inspection prior to terminating the tenancy as required by Civil Code Section 1950.5(f)

☐ BY MAILING a copy of the notice addressed to the Resident at least 6 days prior to intended entry.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and if called as a witness to testify thereto, I could so competently.

Executed this _____ day of __________ (month), _____(year), in ______________ (city), __________ (state).

Name of Declarant (Print) __________________________________________ Signature of Declarant ____________________________

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## Appendix 5 – Preventative Maintenance Checklist – CAA Form 16.3

### PREVENTATIVE MAINTENANCE CHECKLIST

<table>
<thead>
<tr>
<th>Apt. #</th>
<th>Date:</th>
<th>Assigned to:</th>
<th>Clean Vendor:</th>
<th>Paint Vendor:</th>
</tr>
</thead>
</table>

- Check boxes for Clean (areas are clean, no work required) or Correct (areas require action to correct problem). If items need correction, use back page to identify specifics. File completed checklist in unit maintenance file.

<table>
<thead>
<tr>
<th>Unit Exterior (signs of holding water or missing building components)</th>
<th>Kitchen (note any signs of current or past signs of moisture)</th>
<th>Bedroom(s) indicate Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check planter(s) (sprinkler spray pattern)</td>
<td>Check inside of all cabinets</td>
<td>Check windows</td>
</tr>
<tr>
<td>Check roof</td>
<td>Check sink</td>
<td>Check sliding doors</td>
</tr>
<tr>
<td>Check gutters</td>
<td>Check faucets</td>
<td>Check light fixtures</td>
</tr>
<tr>
<td>Check stairs</td>
<td>Check flooring</td>
<td>Check walls and ceilings</td>
</tr>
<tr>
<td>Check wallcavity</td>
<td>Check walls and ceilings</td>
<td>Check carpet</td>
</tr>
<tr>
<td>Check exterior front door</td>
<td>Check inside doors</td>
<td>Check carpet tack strips in corners</td>
</tr>
<tr>
<td>Check windows</td>
<td>Check windows</td>
<td></td>
</tr>
<tr>
<td>Check GCF's</td>
<td>Check GCF's</td>
<td></td>
</tr>
<tr>
<td>Interior Entry (note any signs of current or past signs of moisture)</td>
<td>Living Room</td>
<td></td>
</tr>
<tr>
<td>Check inside of door(s) (entry)</td>
<td>Check refrigerator</td>
<td></td>
</tr>
<tr>
<td>Check interior doors</td>
<td>Check oven (underneath)</td>
<td></td>
</tr>
<tr>
<td>Check windows</td>
<td>Check dishwasher (underneath)</td>
<td></td>
</tr>
<tr>
<td>Check all baseboards</td>
<td>Check dryer</td>
<td></td>
</tr>
<tr>
<td>Check walls and ceilings</td>
<td>Check dryer vent</td>
<td>HVAC</td>
</tr>
<tr>
<td>Check flooring</td>
<td>Check dryer vent</td>
<td></td>
</tr>
<tr>
<td>Check carpet</td>
<td>Check dryer vent</td>
<td></td>
</tr>
<tr>
<td>Check carpet tack strips in corners</td>
<td>Check dryer vent</td>
<td></td>
</tr>
<tr>
<td>Live/Dining Room</td>
<td>Bathroom(s) indicate Location</td>
<td></td>
</tr>
<tr>
<td>Check inside of door(s) (entry)</td>
<td>Check lavatory sinks</td>
<td>Check operation</td>
</tr>
<tr>
<td>Check interior doors</td>
<td>Check lavatory faucets</td>
<td>Check air circulation</td>
</tr>
<tr>
<td>Check windows</td>
<td>Check lavatory Pop-up</td>
<td>Check thermostat</td>
</tr>
<tr>
<td>Check all baseboards</td>
<td>Check showerheads</td>
<td>Check evaporator coil</td>
</tr>
<tr>
<td>Check walls and ceilings</td>
<td>Check toilet</td>
<td>Check condenser pan</td>
</tr>
<tr>
<td>Check carpets</td>
<td>Check inside all cabinets</td>
<td>Check condenser fan motor</td>
</tr>
<tr>
<td>Check bathroom must be ac clean</td>
<td>Check inside all cabinets</td>
<td>Check dishwasher</td>
</tr>
<tr>
<td>Check carpet</td>
<td>Check inside all medicine cabinets</td>
<td>Check main bath</td>
</tr>
<tr>
<td>Check carpet tack strips in corners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check water heater (all fittings)</td>
<td>Safety/Lock/Key</td>
<td></td>
</tr>
<tr>
<td>Check storage closet</td>
<td>Check fire extinguisher</td>
<td></td>
</tr>
<tr>
<td>Check exterior paint</td>
<td>Check fire extinguisher</td>
<td></td>
</tr>
</tbody>
</table>

### Comments:

---

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## INSPECTION CHECKLIST

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

### Unit Condition – Parts Needed

<table>
<thead>
<tr>
<th>Approach:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Room:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patio/Balcony:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathrooms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallways:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedrooms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage/Carport:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Anticipated Charges

Additional Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Inspection Completed By: ___________________________ Date: _____________
Appendix 6 - Sample Repair Notice to Resident

Apt. # ______________

Dear Resident(s):

We would like to follow up with you concerning your request to check/treat your apartment for mold. When we were in your apartment on _____________, we did the following:

Inspected the exterior and interior of your apartment home for active leaks, standing water, and current or past signs of moisture.

We found the following:

- Mold Location:____________________________
- Leaks Location: _______________________________
- Excessive Moisture Location: _______________________________
- No mold, leaks, or moisture problems

We took the following action(s) to remediate the above issues:

- Cleaned & Disinfected with Bleach Solution
- Repaired Leak(s)
- Removed Affected Materials

We will be returning to complete the following items:

- Reinspection
- Reclean & Disinfect
- Repaint

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

________________________________
Owner/Agent
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.
**Appendix 9 - Sample – Process for Handling Maintenance Requests**

**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**.
## Appendix 10 - Tracking Log

### Mold and Mildew Tracking Log

Property: ______________________________

<table>
<thead>
<tr>
<th>Apt #</th>
<th>Reported By:</th>
<th>Date</th>
<th>Condition Reported</th>
<th>Action Taken</th>
<th>Follow Up Date</th>
<th>Follow Up Action</th>
<th>Resolved (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Mr. Jones, Resident</td>
<td>Date</td>
<td>Smells Musty</td>
<td>Inspected the apartment, repaired and dried out leak in the bathroom</td>
<td>Date</td>
<td>Sent follow-up letter to resident</td>
<td>Yes</td>
</tr>
<tr>
<td>B2</td>
<td>Maintenance</td>
<td>Date</td>
<td>Visible mildew on window sill</td>
<td>Cleaned area with disinfectant</td>
<td>Date</td>
<td>Sent follow-up letter to resident, walk through one week later to re-inspect</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Local Associations managed directly by the California Apartment Association
980 Ninth Street, Suite 200
Sacramento, CA 95814-2741
(800) 967-4222 • (877) 999-7881 fax
www.caanet.org
membership@caanet.org

CAA Central Valley
serving Mariposa, Stanislaus, and Tuolumne Counties

CAA Contra Costa
serving Contra Costa County
3478 Buskirk Avenue, #1040
Pleasant Hill, CA 94523
(925) 746-7131, ext. 326 • (925) 746-7148 fax

CAA Greater Fresno
serving Fresno, Madera, Kings, Tulare, Inyo and Mono Counties
516 West Shaw Avenue, Suite 200
Fresno, CA 93704
(559) 221-2533 • (559) 221-2503 fax

CAA Los Angeles
serving Western, Northern and Central Los Angeles County
350 South Bixel Street, Suite 200
Los Angeles, CA 90017
(213) 481-7416 • (213) 481-7478 fax

CAA Napa Solano
serving Napa & Solano Counties
3478 Buskirk Avenue, #1040
Pleasant Hill, CA 94523
(925) 746-7131, ext. 326 • (925) 746-7148 fax

CAA Tri-County
serving San Mateo, Santa Clara and Santa Cruz Counties
20863 Stevens Creek Blvd., Suite 250
Cupertino, CA 95014
(408) 342-3500 • (408) 873-7938 fax
www.tcaa.org

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10630 Town Center Dr., Suite 116
Rancho Cucamonga, CA 91730
(909) 948-0784 • (909) 948-7625 fax
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Income Property Association of Kern
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1234 Chester Avenue, Suite 102
Bakersfield, CA 93301
(661) 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
(707) 526-9526 • (707) 576-0603 fax
www.ncrha-ca.org • execdir@ncrha-ca.org

Rental Housing Association of Northern Alameda County, Inc.
serving the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont
360 22nd Street, Suite 240
Oakland, CA 94612
(510) 893-9873 • (510) 893-2906 fax
www.rhanac.org • s.levitas@rhanac.org

Rental Housing Association of Sacramento Valley
serving Amador, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo and Yuba Counties
201 Lathrop Way, Suite C
Sacramento, CA 95815
(916) 920-1120 • (916) 929-0655 fax
www.rha.org • info@rha.org

Rental Housing Owners Assn. of Southern Alameda County
serving the cities of Castro Valley, Dublin, Fremont, Hayward, Livermore, Newark, Pleasanton, San Leandro and Union City
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(510) 537-0340 • (510) 537-9541 fax
www.rhosource.com • info@rhosource.com

San Diego County Apartment Association
serving San Diego County
8788 Balboa Avenue, Suite B
San Diego, CA 92123
(858) 278-8070 • (858) 278-8071 fax
www.sdciaa.com • info@sdcaa.com

San Francisco Apartment Association
serving the City and County of San Francisco
265 Ivy Street
San Francisco, CA 94102
(415) 255-2288 • (415) 255-1112 fax
www.sfaaa.org • sfaaa@sfaaa.org

San Joaquin County Rental Property Association, Inc.
serving San Joaquin County
6360 Pacific Avenue, Suite 6
Stockton, CA 95207
(209) 476-0320 • (209) 476-9717 fax
www.sjrpa.org • sjrpa@sbcglobal.net

South Coast Apartment Association
serving Orange and Southern Los Angeles Counties
18552 MacArthur Blvd., Suite 205
Irvine, CA 92612
(949) 955-3695 • (949) 955-3681 fax
socostaptassn@aol.com

If you own property or reside in an area of the State not serviced by a CAA Local Association, you can join CAA as a Direct Member. Please call (800) 967-4222 or email CAAUpdate@caanet.org for details.