

MOLD REMOVAL FOR TRAINED MAINTENANCE WORKERS – PROTOCOL SUMMARIES AND CHECKLISTS (rev. 1-15-15)

Date: _____ Bldg: _____ Room: _____ Affected Materials & mold amount (ft²): _____

Performed by: _____

***** IMPORTANT - In all situations, the source of water must be identified and corrected *****

(check all that apply)

PROTOCOL* (based on area and location of visible mold)	GET READY				DO			PUT AWAY	
	Vacate Area	Seal ventilation ducts, grills, and other openings	Protect work floor, egress pathways and items (seal with plastic sheeting and duct tape or remove)	Don PPE (N-95 respirator – must be respirator certified, gloves, eye protection)	Reduce dust generation (consider misting with soapy water or use HEPA vacuum at point dust sources)	Carefully remove, bag and seal molded disposable materials (dispose as normal trash)	Clean contaminated salvageable materials (with soapy water)	HEPA vacuum work area and egress areas	Damp wipe or mop work area and egress areas (with soapy water)
<input type="checkbox"/> Small Isolated Area (<10 ft ²)	<input type="checkbox"/> Yes	Not necessary	<input type="checkbox"/> Yes, if difficult-to-clean	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, either method	
<input type="checkbox"/> Medium-Sized Isolated Area (10-100 ft ²)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes - shut down HVAC system if necessary to properly seal	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Small Isolated Area in HVAC System (<10 ft ²)	<input type="checkbox"/> Shut down HVAC system – Use plastic sheeting to isolate other sections of the system, if possible		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Note - Large areas of mold (>100 ft²), a large area of mold growth in the HVAC system (>10 ft²) and mold-contaminated asbestos- and lead-based paint containing materials require **specialty-trained and equipped abatement contractors**

* **Reference:** [Guidelines on Assessment and Remediation of Fungi in Indoor Environments](#), NY City Dept. of Health (2008).

Materials: N-95 respirator (disposable are ok), gloves, eye protection, spray bottle, water, plastic bags, plastic sheeting, duct tape, towels or mop, bucket, detergent and HEPA vacuum (under certain circumstances)