

Indoor

1. Purpose

To provide a standardized procedure for responding to Indoor Environmental Quality (IEQ) incidents at KSU.

2. Scope

This program applies to all water incursion incidences on all properties owned, leased, or controlled by KSU.

3. Responsibilities

A. Facilities

- Responding to water incursion events.
- Responding in a timely manner to reported incident of water incursion.
- Take appropriate actions to identify and eliminate the cause of the water intrusion.

B. Environmental Health and Safety and Risk Management

- Evaluate the extent of the water incursion or microbial growth, recommend the appropriate course of action, and provide instruction as appropriate.
- Ensure effectiveness of remediation work by conducting pre- and post-remediation assessments, including overseeing the work of the remediation contractor(s).
- Advise faculty and administrative leadership on safety protocols necessary to ensure safety of the students and KSU personnel.
- Manage the insurance process associated with the incidents to ensure claims are appropriately and consistently recorded and settled, in the best interest of the University.
- Update this procedure as necessary.

C. Remediation Contractors

- Furnish all labor, materials, facilities, equipment, services, insurance, licenses, and incidentals necessary to perform the remediation work.
- Comply with industry standards, safety regulations, and use acceptable materials and products throughout all phases of the project.
- Establish barricades, post warning signs, and contain the project area.

- Appropriately coordinate with the Facilities and Environmental Health and Safety (EHS) representatives to plan and schedule the work activities to minimize the impact of the remediation work on campus activities.
- Ensure proper disposal of any contaminated materials and other debris resulting from the remediation work, including proper disposal of all water-damaged materials that are unsalvageable.
- Document the response measures including providing before and after reports.

4. Procedure

A. Notifications

Low	Medium	High
1 room impacted	Impacts more than 1 room	Fills an entire room, multiple rooms (vertical movement of water)
Small area of the carpet (<10 sq. ft)	Standing water present	Water impacts common corridors outside of the apartment suite
Little to no standing water	10 sq. ft. to 50 sq. ft. of wall or ceiling saturated	Greater than 50 sq. ft. of ceilings and/or wall saturated
Walls are dry	Any wicking of moisture in the walls	Sections of furniture, insulation, and/or cushions saturated
1 - 3 ceiling tile involved	3 - 8 ceiling tiles involved	

- Insulation that has become wet or moldy should be removed and replaced.
- Moisture monitoring should be conducted using a moisture meter to verify drying. Moisture readings should be logged in the field report and used to assess the extent to which materials are getting dried. If appropriate drying has not been attained as expected, additional equipment and or material removal may be necessary.
- To facilitate the drying process, the affected areas should be isolated. Isolation barriers can be created by installing polyethylene-sheeting materials from wall to wall, floor to ceiling, and across doorways or similar openings.

C. Occupant Safety

To ensure the health and safety of the residents and to facilitate the remediation work, occupants of units with extensive mold problem or significant water or fire damage should temporarily be moved to an alternative location.

D. Sampling

Currently, there are no federal or state regulations or standards for mold contaminants. Sampling for mold standards do not exist. Instead, detailed visual inspection and recognition of mold or mildew odors should be used to find problems needing correction. Efforts should focus on areas where there are signs of moisture, humidity, or where moisture problems are suspected. The investigation goal should be to locate indoor mold growth to determine how to correct the moisture problem and remove contamination safely and effectively.

The university may select to conduct sampling, on a case-by-case basis, as part of the mold assessment strategy or for post-remediation evaluation. Sampling is conducted by EHS professionals or qualified outside professionals.

E. Documentation

The scope of water incursion, extent of damage, remediation measures, including the name of contractor(s) involved, field log of moisture monitoring, and mold assessment report should be documented and uploaded in the [University Safety Incident Management System \(Reliance\)](#).

