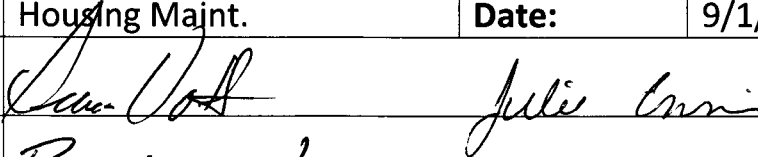
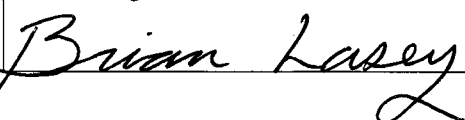


# Arkansas Tech University

Office of Facilities Management

## Residence Hall Mold Response SOP

<b>SOP No.:</b>	HM0001	<b>Revision:</b>	0
<b>Department:</b>	Housing Maint.	<b>Date:</b>	9/1/16
<b>Dept. Head Approval:</b>			
<b>Director Approval:</b>			

- Purpose:** Establish the procedure for Housing Maintenance and Custodial Services response when a mold complaint or work request is received.
- Responsibility:** Housing Maintenance and Custodial Services after notification from Residence Life.
- Health and Safety:** Refer to the health and safety manual and appropriate SDS sheets. Use required PPE.
- Procedure:**
  - Work control will create a TMA work order from the received request immediately upon receipt of the request/complaint. The work order will contain a housing maintenance task and a custodial services mold clean up task.
  - Work control will immediately call the Housing Maintenance Supervisor to arrange immediate response.
  - Housing maintenance technicians will verify whether the mold is the result of an equipment or other failure and take the necessary steps to remedy the failure. In the event the cause of the issue is not due to a mechanical or equipment failure (i.e. improper or neglected surface cleaning by the residents), Housing Maintenance will inform Residence Life to initiate their resident cleanliness policies in the affected area.
  - After the initial technician assessment, custodial services will be dispatched to assess and formulate their cleaning strategy. All assessment, repair and cleaning actions will be documented in the comments section of the work order prior to being placed in the "completed" status.
- Reference Section:** FAMA safety manual, mold training session materials.