



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

UNIVERSITY HOUSING

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Mold Response Guidelines

In accordance with:

EPA Document 402-K-02-003 (A Brief Guide to Mold, Moisture, and Your Home)

EPA Document 402-K-01-001 (Mold Remediation in Schools and Commercial Buildings)

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Program Description

The purpose of this program is to provide guidance for University Housing Staff when responding to mold related concerns within the residence halls.

Mold Basics

Mold is a part of the natural environment that aids in the decomposition of leaves, trees and other natural organic materials. Mold spores are invisible to the human eye and are continually floating around outside in nature. However, when those spores make their way into the indoors and are exposed to wet/ humid areas they can begin to grow. It is impossible to eliminate all mold and mold spores in the indoor environment due to the ingress and egress of daily human activity.

Mold is found almost everywhere and can grow on wood, paper, carpet, foods, insulation, ceiling tiles, clothing and painted walls as long as moisture and oxygen are present. There are numerous species of molds that all have the potential to cause health effects especially those with allergies and respiratory problems. Mold needs water/ moisture to grow, and maintaining indoor moisture and humidity levels between 30-60 percent will reduce the likelihood of indoor mold growth.

Mold Sampling

Per the EPA, “in most cases, if visible mold growth is present, sampling is unnecessary.” It is important to recognize that there are currently no EPA, OSHA, or other federal standards regarding mold. Therefore, sampling cannot be used as a method of compliance.

Generally, mold sampling is conducted to determine the scope of contamination, the type of spores present and for clearance or post remediation testing. Environmental Health and Safety can conduct mold sampling, send the samples for lab analysis, and provide University Housing with the lab report analysis and interpretation of the report.

The University Housing can have sampling conducted in the following situations:

- At the recommendation of Facilities Services Sanitation Safety, Certified Indoor Environmentalist, Certified Industrial Hygienist or licensed remediation contractor
- Post remediation by independent contractor

The Department of University Housing does not recognize personal purchased settling plate or “do it yourself” mold sampling kits. These methods are non-volumetric, non-quantifiable and not relative to airborne concentrations. This method of sample collection does not follow the analytical methods recommended by the American Industrial Hygiene Association (AIHI) or other professional organizations.



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Mold Remediation

If the presence of mold requiring cleaning or remediation is present, it will either be performed in house by University Housing housekeeping staff or by a third-party contractor. University Housing uses the EPA guidance of 10 square feet to aid in the determination of whom will perform the cleaning. Should the area affected by mold be greater than ten square feet or require complex remediation outside of the capabilities of housekeeping, the university's restoration contractor is recommended.

Release of Records

The formal release of documentation in the form of lab reports, remediation reports, etc. is controlled through the Public Records Request for the University of Tennessee, Knoxville.

<https://communications.utk.edu/media-and-internal-relations/public-records-requests/>

This does not prohibit the designated University Housing representative from openly discussing the results with the affected parties. Questions that can't be answered through the interpretation of results portion of the sample report will be deferred to Environmental Health and Safety.

Response and Communication

1. Receipt of Concern

University Housing Indoor Environmentalist will filter concerns of "mold" in the SchoolDude work order system on a daily basis.

All other mold related concerns are to be forwarded to the University Housing Indoor Environmentalist within 24 hours of receipt.

Concerns are to be triaged by the Indoor Environmentalist.

2. On Site Investigation

On-site investigations should be coordinated one of two ways depending on the information available at the time and scheduling conflicts within the members

Option 1:

- Inspection team should consist of at least 2 or more of the following staff; University Housing maintenance superintendent, housekeeping superintendent, housekeeping area coordinator, University Housing indoor environmentalist, University Housing safety supervisor, Residence Life representative (hall director or assistant hall director).
- Using the REDCap "Mold Inspection Form," investigate presence, source, and document extent of problem with photos as necessary.
- The site investigation team should collaboratively determine the next steps.



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Option 2:

- Inspection team consisting of building housekeeping supervisor and area housekeeping coordinator directed by protocol email from University Housing indoor environmentalist.
- Investigate presence, source and document extent of problem (Photos as necessary). This should be done within 24 hours of receipt of concern.
- Report out findings to University Housing maintenance superintendent, housekeeping superintendent, University Housing indoor environmentalist, University Housing safety supervisor, and University Housing director of operations.
- Determination of next steps as necessary will be considered by the indoor environmentalist, safety coordinator, maintenance and housekeeping superintendents, housing director of operations, and others as deemed necessary per the situational requirements.

3. Communications

- Investigation team will coordinate and communicate with housekeeping should situation warrant their involvement.
- Residence Life will communicate with student as required on next steps such as temporary rooming assignments, item inventory process, etc.
- Housekeeping superintendent to be point person should any laundering services required to coordinate with hall staff and outside vendor per the Student Laundering Protocol.
- Indoor Environmentalist will provide an internal investigation summary as required to include action plans. Distribution will include: investigation team, safety supervisor, hall director, director of housing operations, director of residence life, and area director of residence life.

4. Project Management

- If UT housekeeping performs remediation they will document actions taken and by whom through the School Dude work order system by completing or creating a work order as required.
- All inspection reports and mold concerns are to be filed on the REDCap systems.
- Correspondence documentation and other documentation will be filed within University Housing data repository utilizing Office 365 One Drive.