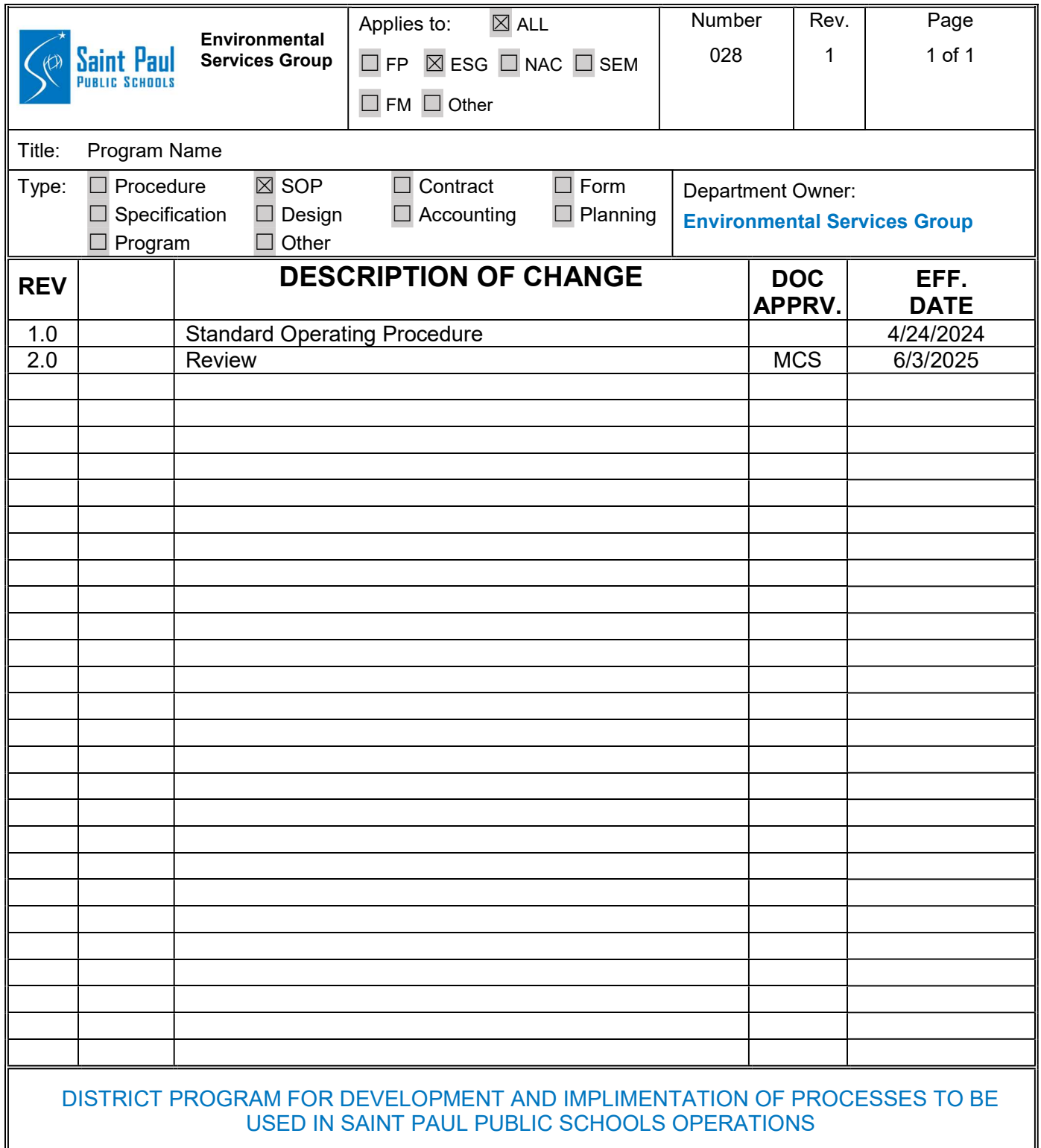




Mold Response **Standard Operating Procedure**

June 2025

District Facilities Department
Environmental Services Group



Saint Paul
PUBLIC SCHOOLS

Environmental Services Group

Applies to: ☒ ALL

☐ FP ☒ ESG ☐ NAC ☐ SEM

☐ FM ☐ Other

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Title: Program Name

Type: ☐ Procedure ☒ SOP ☐ Contract ☐ Form
☐ Specification ☐ Design ☐ Accounting ☐ Planning
☐ Program ☐ Other

Department Owner:
Environmental Services Group

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DISTRICT PROGRAM FOR DEVELOPMENT AND IMPLIMENTATION OF PROCESSES TO BE USED IN SAINT PAUL PUBLIC SCHOOLS OPERATIONS

PURPOSE

Mold Response *Standard Operating Procedure*

The following Mold Response Standard Operating Procedure is provided as a guide to assist administration and employees of Saint Paul Public Schools in preventing mold growth and responding to visible and non-visible molds, as well as to provide other helpful information. This standard operating procedure has been developed to reduce the risk of health effects and property damage in areas where mold growth conditions have developed.

The District Environmental Services Group (ESG) will review the procedure annually for particular requirements, which are applicable to the District and adjust this program accordingly.

This Standard Operating Procedure is designed to be specific to the needs of users of Saint Paul Public Schools.

OBJECTIVE

The objective of the Saint Paul Public School District Mold Response Standard Operating Procedure (SOP) is to prevent mold growth and address pre-existing mold growth.

BACKGROUND

Possible Health Effects of Mold

Health Effects vary depending on species of mold and an individual's immune response. There is no set range for exposure because individuals have diverse reactions to different species and concentrations of mold.

Allergenic molds cause various types and severity of reactions in individuals depending on their antigen levels for that species of mold. Symptoms of allergenic molds include, but are not limited to: stuffy nose, sore throat, coughing or wheezing, burning eyes, and/or skin rash. Individuals with asthma or who are allergic to mold may have severe reactions.

Pathogenic molds have the potential to produce some type of infection and individuals with a suppressed immune system may be more susceptible.

Toxicogenic molds can cause serious health effects ranging from short-term irritation to immunosuppression and in extreme situations cancer.

PROCEDURES

Preventative Protocols

Basic Cleaning Recommendations

- Routine vacuuming helps reduce dust build up where mold can grow.
- Air handlers should be operated during summer months at least a few hours each day. Stagnant air can lead to microbial growth.

Wet Carpet Extractor Protocols

- Do not use the carpet extractor directly against wall, leave an inch space. Water can seep into drywall and foster mold growth.
- Allow carpet to fully dry before putting furniture back in room. If furniture must go back, use blocks to raise it above the carpet.
- Use fans and dehumidifiers to assist in dry down.

Water Intrusion Events

Time is of utmost importance when dealing with water intrusion events. It takes 24-48 hours for mold growth to begin. A water intrusion event can include but is not limited to flooding, roof leaks, pipe leaks, condensation, spills, etc. When a water intrusion event occurs:

- Collect the water or route it to a nearby drain.
- Remove all furniture, rugs, and mats from the area where the water is
- Set up dehumidifiers and fans to assist in dry down.
- Immediately contact Facilities and ESG to identify and fix the source of the leak

Visible Mold Growth

Areas Less Than 100 Square Feet

Porous Surfaces

Materials contaminated with microbes should be promptly cleaned or replaced.

- Mold growth on porous surfaces, such as carpeting, are treated with an antimicrobial solution and cleaned thoroughly.
- Mold growth is removed from non-porous surfaces using a diluted bleach solution, per manufacturer's recommendations, and thorough drying.
- Large-scale remediation projects may require specific control and protection measures.
- Materials damaged by microbial growth should be replaced.

Non-Porous Surfaces

Mold growth on hard non-porous surfaces can be treated with a 10% diluted germicidal bleach solution. Area should be monitored after cleaning for any regrowth.

Personal Protective Equipment

If cleaning any area that has mold growth requires cutting, scrapping, or other actions that would disturb the mold into the air, respiratory protection (p-100 fitted respirator or N95) must be worn in accordance to the Respiratory Protection Program.

Depending on the species of mold and growth area, a Tyvek suit may also be required.

Areas More Than 100 Square Feet

When mold growth is found and it covers an area of more than 100 square feet in a single section or is a species of mold that is pathogenic or toxicogenic, Environmental Services Group will evaluate and have it mitigated by a *Category I* trained mold remediation company.

Suspected Mold Growth

What to Look for

Mold can be present even if you cannot see or smell it. Here are some items to look for that can indicate conditions that promote mold growth:

- Condensation on the windows, walls, and/or flooring
- Water leaks or water intrusion in the building
- Malfunctioning ventilation equipment
- Buckled flooring
- High humidity and temperature in the school

In addition to these physical conditions, allergy and other immune reaction complaints from staff can indicate the presence of mold.

Testing for Mold

Any of the following situations indicate the need to test for the presence and species of mold:

- Complaints by staff and mold cannot be visibly found
- Mold is found and ESG needs to determine the level of remediation
- The possibility that the mold growth found is a Pathogenic or a Toxigenic mold.

ESG will hire a third-party company to perform mold testing; air sampling and/or surface sampling.

RECORDKEEPING REQUIREMENTS

Management

Recordkeeping requirements shall be maintained by ESG and available upon request or on the District Facilities Department web site.

Contact Information

Any questions, concerns, comments, or other information regarding the District Mold Response Standard Operating Procedure can be directed to:

- ❖ The Environmental Services Group
- ❖ Phone: 651.744.1800
- ❖ Environmental Services Group
- ❖ Email: ESG@spps.org

RESOURCES & APPENDIX

Resource 1:

Centers for Disease Control and Prevention: Mold

<https://www.cdc.gov/mold/default.htm#:~:text=Mold%20can%20cause%20many%20health,mold%20may%20have%20severe%20reactions.>