Administrative Procedure

Topic: Portable Mould Inspection Program
Effective: April 2012
Cross Reference:
Revision Date: April 2018
Responsibility: Superintendent of Facility Services

INTENDED PURPOSE:
The Halton District School Board systematically inspects portable classrooms for suspect moisture, suspect mould and exterior and interior component deficiencies as specified. The work will consist of:

- Non-intrusive inspections (Level 1 Inspection).
- Intrusive Inspections (Level 2 Inspection).
- Inspect moisture and mould related concerns.
- Comprehensive reporting and laboratory work.
- Inspect remediation work completed by others.

PROCEDURES

Process
1. All portables will be inspected every two months by qualified professionals, in accordance with the specifications below. All procedures are to be complied with in detail. Any variations to the procedures due to site-specific conditions must be reviewed and approved in writing by the Board or their agent prior to implementation. The inspections will include a visual non-intrusive assessment of external and internal surfaces (Level 1 inspection). There is minimal risk of personal exposure resulting in adverse health effects.

2. All portable classroom inspections must be completed during non-occupied periods.

3. Administrative Procedures are followed for each portable inspection.

4. Undertake a thorough visual inspection of all external components of the portable identifying points of moisture. Characterize the general condition of the unit. Exterior inspection includes: roof, exterior sheathing, eavestroughs/downspouts, soffits/fascia, caulking, wall covers, HVAC equipment, electrical distribution wiring, skirting/block supports, windows/doors, steps, landing and railing.

5. Undertake a thorough visual inspection of all internal components of the portable (ceiling, walls, doors, windows, floors, HVAC, lighting/lens, vapour barriers, inspection ports) noting moisture, staining and suspect mould growth. Building components are not to be disturbed during the process. Take special care to inspect areas below windows, around doorways, adjacent to exhaust units and at the base of the walls all of which are susceptible to moisture.

6. Identify locations for intrusive inspections based on the findings of the visual inspection.
**Reporting**

1. Consultant shall provide completed Portable Inspection Report for all portable inspections.
2. If moisture, leakage or staining of ceiling tiles or wall finishes is observed, then a Portable Moisture Leak Report is to be filled out and forwarded to the School Principal and Facilities Maintenance Supervisor. If suspect mould growth is observed, Facilities Maintenance must be informed within 48 hours.
3. For all suspect moisture or suspect mould remediation repairs (which will be completed by others), the Consultant shall provide a Scope of Remediation/Repair Work document and coordinate repairs with pre-approved Halton District School Board Contractors familiar with mould remediation. The approved list of contractors will be provided to the successful bidder.
4. For Level 2-Intrusive Inspections the consultant shall:
   a. Deactivate ventilation system and/or exhaust fans.
   b. Close all windows and doors.
   c. Place protective polyethylene sheeting over remaining finishings, floors etc., as may be required at the discretion of the Consultant.
   d. Should suspect mould growth be identified during the inspection process, don personal protection equipment and implement all personnel Health and Safety precautions
   e. Inspect all access ports (openings) of all wall ceiling cavities
   f. Subsequent inspections should not require additional access ports unless site conditions indicate that intrusive inspections are required in other locations.
   g. Remove the square of gypsum board and examine the back side for evidence of moisture or mould. Thoroughly check the cavity, including the insulation, studs, sills etc., for similar concerns. If suspect mould is observed, place square in plastic sample bag and label as to content and location. Where access ports exist, open cover and inspect sample gypsum board attached to inside.
   h. Remove a square of insulation material and inspect the inside of the external sheathing for moisture or mould growth. If suspect mould is observed, obtain a sample and place in a plastic bag and label
   i. Remove ceiling tiles in each corner and on each side of the centre beam at the middle of the room. Remove the vapour barrier and sufficient insulation at each location to allow visual access to the entire ceiling space for inspection of trusses, sheathing and joint of centre beam. If suspect mould is observed, obtain a sample and place in a plastic bag and label.
   j. Open access door in portable skirting and inspect for standing water, adequate ventilation, mould growth or conditions which may encourage mould growth.
   k. Photographs are to be taken if suspect mould or moisture is observed and at the discretion of the inspector.
   l. Complete the Inspection Port Review checklist, including sketches of inspection locations, sample points, photographs, etc. Although there is minimal risk of personal exposure resulting in adverse health effects, only persons trained in dust control, use and maintenance of respiratory protection and mould identification are to undertake intrusive inspections as conditions conducive to mould growth may be found.
5. Intrusive Inspections – Bulk Sampling and Analysis will be required on all Level 3 or higher remediations.
6. Intrusive Inspections for Leased Portables shall be inspected for suspect moisture using a moisture meter. All other portables shall be completed by an intrusive inspection. These portables cannot be cut open.
7. Reporting Presence of Moisture or Water Leakage
   a. Reporting on the presence of moisture, leaks or staining (on walls, ceilings etc.) may be undertaken by Facilities staff, teachers, custodians or consultants. The leak or stain will be reported by prompt submission of a Moisture Leak Report to Facility Services. The Moisture Leak Report will be kept on file with Facility Services.
b. The extent of the moisture and/or mould observed during the inspections shall determine the level of remediation, as detailed below.

<table>
<thead>
<tr>
<th>Observation</th>
<th>Action</th>
<th>Remediation</th>
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<tbody>
<tr>
<td>No visible mould but evidence of current or recent significant moisture.</td>
<td>Solve moisture problem. Repair and dry surfaces</td>
<td>Level 1</td>
</tr>
<tr>
<td>Minor mould on accessible(^1) surfaces in very limited areas (&lt;0.2 m(^2)).</td>
<td>Clean all affected surfaces. Solve moisture problem.</td>
<td>Level 2</td>
</tr>
<tr>
<td>Significant mould on hidden surfaces but in limited areas (&lt;3.0 m(^2)).</td>
<td>Access all affected surfaces. Remove and replace building products. Solve moisture problem.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Extensive significant mould (&gt;3. 0 m(^2))</td>
<td>Access all affected surfaces. Remove and replace building products. Solve moisture problem. (higher level of PPE required)</td>
<td>Level 4</td>
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\(^1\) – Accessible means surfaces immediately visible from the occupied space (non-intrusive)

8. Inspection of Work -- Consultant shall inspect and approve all Contractor remediation and repair work and submit a Portable Repair/Remediation Report.

9. Bi-Monthly Summary Report to the Chair and Members of the Halton District School Board to include report and update of intrusive and non-intrusive.