

## Procedure for Mould Inspection, Reporting

Inspect unit to find if mold exists and the extent of mold growth. Special attention will be made during annual unit inspections.

If mold exists then:

Determine how much mold is growing. If mold is no larger than a square meter it is considered a small area. If there are more than 3 patches of mold, this is considered a moderate amount. If there are one or more isolated patches larger than a square meter but smaller than 3 square meters; assessment by a professional will be recommended. You can clean a moderate amount of mold but you must follow the proper procedures.

Small Area Clean Up-

Small areas should be cleaned using a detergent solution. Maintenance Personnel or members must wear rubber gloves, safety goggles and a dust mask for protection. If the mold reappears we will seek professional help.

When we will call in a professional?

We recognize that we should seek professional help when:

- There is a lot of mold
- The home is very damp and moist
- Mold comes back after repeated cleaning
- A family member suffers from asthma or respiratory problems or other health problems that appear to be aggravated inside the home.

May 12, 2010

## MOULD PREVENTION

Communication and education of members is very important, dealing with any moisture and mould issues that can occur in each unit.

Maintenance personnel and staff will receive continuing mould prevention education as required. Staff will continue to communicate information to members through newsletters and administrative reports at members Meeting.

If a member believes there to be mould in their unit they are required to complete a work order to let maintenance personnel and manager know they have an issue.

Maintenance will then follow up within 48 hours to inspect site.

Maintenance to inform staff exactly what issue is and recommend how to treat or if professional service may be required.

Staff to contact professional service for inspection, advice and service for clean up if needed **OR**

Maintenance to clean and treat affected areas and continue to inspect reoccurrence of mould appears. If reoccurrence appears then staff will consult professional service. Members also must continue an inspection of affected areas to keep staff and maintenance aware of re growth.

Mould inspection is part of our annual unit inspection.

Date: \_\_\_\_\_

Dear Member:

It is our goal to maintain the highest quality living environment for our members. In the interest of achieving this goal, please take a moment to read the following information regarding simple measures that you can take to avoid, and if necessary to address, mould and mildew problems in your unit.

Moulds and mildews are microscopic organisms found virtually everywhere in our environment, both indoors and outdoors, which spread from airborne spores. When **excess moisture** is present inside a home, mould and mildew can accumulate and grow. If not addressed, accumulations of mould and mildew can lead to adverse health effects, such as allergy symptoms or respiratory problems.

The best way to avoid problems with mould and mildew is to prevent excessive moisture build-up in your home. Excess moisture can collect in a home from a wide variety of sources including plumbing leaks or other sources of water infiltration: large fish tanks, showering, cooking or even watering plants. Other factors, such as poor air circulation, extreme differences in indoor and outdoor temperatures, or failure to quickly clean up spill or standing water can contribute to excessive moisture. In order to minimize opportunities for mould growth, it is essential to limit the sources of moisture build-up.

There are several measures that you can take to reduce moisture in your unit and to discourage the growth of mould and mildew:

1. Make sure your home is properly ventilated by opening windows and doors. Proper circulation will help prevent excess moisture build-up in the more humid arrears of your unit.
2. Always use the pre-installed fans in your bathroom and kitchen to minimize moisture build-up.
3. Wipe down visible moisture accumulation windows, sills, walls, ceiling or other surfaces as soon as possible.
4. **Promptly complete a work order to report** any signs of water leaks or infiltration or any signs of excessive mould or mildew growth.
5. **Report any leaks immediately.**

Following these simple steps will dramatically reduce the likelihood of mould and mildew problems in your unit and it will allow maintenance to respond promptly should a problem develop.

Receipt Acknowledgement: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

/ Mildew Occupancy Addendum

This Mould and Mildew Addendum dated \_\_\_\_\_, 20\_\_\_\_ is attached to and made part of the Occupancy dated \_\_\_\_\_, 20\_\_\_\_ by and between Meadowgreen Cooperative Homes and \_\_\_\_\_ for unit number \_\_\_\_\_ at Meadowgreen Cooperative Homes, St. Catharines, ON.

- Member acknowledges that it is necessary for Member to keep the Unit clean, and take other measures to retard and prevent mould and mildew from accumulating in the Unit.
- Member agrees to clean and dust the unit on a regular basis and to remove visible moisture accumulation on window, sills, walls, bathroom floors, countertops and other surfaces as soon as reasonably possible.
- Member agrees not to block or cover any of the heating or ventilation in the Unit.
- Member further agrees that the Member shall be responsible for damage to the Unit and Member's property as well as person injury to the Member and Occupants resulting from Member's failure to comply with the terms of this Addendum.
- Member also agrees to immediately to complete and submit a work order to the office for all of the following conditions:
  - any evidence of a water leak or excessive moisture in the unit
  - any evidence of mould or mildew like growth that cannot be removed by simply applying a common household cleaner and wiping the area
  - any failure or malfunction in heating or ventilation
  - any inoperable doors or windows

A default under the terms of this Addendum shall be deemed a material default under the terms of the Occupancy Agreement and Meadowgreen Cooperative Homes shall be entitled to exercise all rights and remedies at law or in equity. Except as specifically stated herein, all other terms and conditions of the Occupancy Agreement shall remain unchanged. In the event of any conflict between the terms of this Addendum and the terms of the Occupancy Agreement, the terms of this Addendum shall control. Any term that is capitalized but not defined in this addendum that is capitalized and defined in the Occupancy Agreement shall have the same meaning for purposes of the Addendum as it has for purposes of the Occupancy Agreement.

Member's Name: \_\_\_\_\_

Meadowgreen Cooperatives Homes

Unit #: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Meadowgreen Representative