

W07.3 / SA5 : Implement Mold & Moisture Management Plan Operations Schedule

Project Description: [1-story office building we own and occupy]

Project Location: [Stapleton, USA]

Responsible Party: Clippy Solutions Building Management Staff

Clippy Solutions ensures that the mechanical and operational functions of the building's water systems are working effectively and doing so hygienically. Through periodic inspections for mold and moisture, Building Management Staff can identify and address any issues that may impact the building or its occupants.

Section 1: Operational Moisture Management

Inspection for Offices:

- Inspection Details: Visual inspection of office space (ceilings, walls, floors, HVAC equipment) for signs of water damage or pooling, discoloration, and mold.
- Inspection Details: Visual inspection of water pipes relating to water fountains and breakroom sink for signs of leakage and water damage or pooling.
- Frequency: Monthly

Inspection for Bathrooms:

- Inspection Details: Visual inspection of bathrooms (ceilings, walls, floors, HVAC equipment) for signs of water damage or pooling, discoloration, and mold.
- Inspection Details: Visual inspection of water pipes relating to sinks, toilets, and showers for signs of leakage and water damage or pooling.
- Frequency: Monthly

Procedure for Notification of Water Damage and Mold Discovery:

Occupants can report water damage, pipe leaks, or mold anywhere in the building by submitting a work order to Clippy Solutions Building Management Staff via [clippysolutionsworkorder@email.com]. For water or mold emergencies, Clippy Solutions Building Management Staff via can be contacted directly at [888-888-8888].

Section 2: Leaks and Mold Inspections

Monthly results of inspections for mold and leaks (including any mold test results) are submitted annually through the WELL digital platform using the following format:

Location	Date of Inspection	Responsible Party	Moisture Damage / Mold	Leaking Pipes	Mold Test Results (if applicable)	Notes
[Office]	[01/01/01]	[Senior Engineer]	[None]	[None]	[N/A]	[No issues found]
[Bathroom]	[01/01/01]	[Senior Engineer]	[Minor water pooling found; mold test conducted]	[Potential leakage suspected via water pooling]	[Mold test result was negative]	[System inspection initiated to remediate water pooling]