



Sample Mold Growth Action Plan

What is the issue?	What action will we take?	Who will do it?	When will it be done?	How will we monitor progress?	How will we know if we succeeded?	What will it cost?
There is water damage from a leak in the roof.	Stop the leak and repair the roof so mold does not grow.	Facilities manager	By end of October	We will check to be sure the leak has been fixed and will monitor the area to be sure no mold grows.	Mold will not grow because the ceiling will be dry.	Several hundred dollars to patch the roof and replace the ceiling tile.
Exhaust fans exist, but are not being used in the kitchen while food is being prepared.	Eco-Action team will talk to the kitchen staff about the importance of using the exhaust fans.	Eco-Action team	November	Every couple months, the Eco-Action team will visit the kitchen to make sure exhaust fans are being used.	Kitchen staff will use exhaust fans.	Nothing
Mold is growing under one of the bathroom sinks.	Make sure the sink is not leaking. If it is, fix the leak. Clean up the mold using the appropriate technique.	Facilities manager	January	Eco-Action team will regularly check the bathroom to make sure that the sink is not leaking and the mold has not returned.	Mold will no longer grow under the bathroom sink.	A minimal amount for natural cleaning products and supplies to fix a leak.