



MOLD PREVENTION AND REMEDIATION PROTOCOLS

Protocols Statement

Lipscomb University and Lipscomb Academy (together, “Lipscomb”) will undertake to prevent and remediate mold growth in campus buildings in accordance with best practices and guidelines of the U.S. Environmental Protection Agency (“EPA”).¹ According to the EPA, it is impossible to eliminate all mold and mold spores in a standard indoor environment, although mold growth can be prevented or controlled by managing indoor moisture levels. Lipscomb will endeavor to remediate any mold as safely and promptly as possible.

Reason for the Protocols

The health and safety of Lipscomb students, faculty, and staff is of utmost importance. Understanding that certain types of mold can negatively impact health or campus operations, these protocols establish procedures for reporting and responding to suspected mold in order to protect the health of students, faculty, staff, and visitors, while also minimizing interruptions to campus operations.

Applicability of the Protocols

These protocols apply to all Lipscomb faculty, staff, and students.

Procedures

Prevention

The key to mold control is moisture control. The EPA’s guidance for preventing mold growth in buildings centers around inspecting and maintaining plumbing and heating, ventilation and air conditioning (“HVAC”) systems to control and prevent excess moisture and humidity within and around buildings and indoor spaces.

The EPA’s guidance presents recommendations for the prompt handling and management of water-damaged building materials and contents. These guidelines are designed to help avoid the need for remediation of mold growth by taking quick action before growth starts, preferably within 24-48 hours. It should be noted, however, that these guidelines are for damage caused by clean water. If the water source is contaminated with sewage or chemical or biological pollutants, then personal protective equipment and containment are necessary. If mold growth has occurred or materials have been wet for more than 48 hours, then remediation should take place. For more information, see the subsection below entitled “Remediation.” Even if materials are dried within 48 hours, mold growth may have occurred. Testing may be conducted by third-party, mold professionals (“Professionals”) if there is doubt. For more information, see the subsection below entitled “Testing or Sampling.”

HVAC Systems

Consideration should be given as to whether the HVAC system thermostat controlled by building/housing occupants should be set to “Fan Auto” or “Fan On.” Continuous operation of the HVAC fan may compromise the system’s capacity to dehumidify the indoor air efficiently, and thereby contribute to

¹ For any issues not addressed in these protocols, refer to the EPA’s guidance on mold remediation in schools and commercial buildings, which can be found [HERE](#).

elevated relative humidity and possible mold growth. Any questions regarding the proper HVAC system setting should be addressed to the Department of Facilities and/or the Office of Risk Management.

Internal Complaints or Reports

Faculty, staff or students who observe or suspect mold in a space owned or controlled by Lipscomb shall enter a ticket on myLipscomb [HERE](#). The ticket will be promptly sent to the Department of Facilities, and copies of the ticket provided to the Office of Risk Management.

The affected individuals must make the space accessible and reasonably accommodate access by Lipscomb employees and/or contractors to thoroughly inspect the area of and around the suspected mold. Following the assessment, the affected individuals will cooperate with any and all required next steps for cleaning, remediation, and prevention of further mold growth.

If a report of suspected mold is received, the appropriate Lipscomb representatives should take the following actions:

- Inspect and evaluate the affected area;
- If mold is present, correct the source of moisture or humidity;
- Remove any mold that is present;
- Repair any damage caused by the presence of moisture or mold; and
- Clean and remediate the affected area and return it to a good condition.

These actions are described below in more detail.

Inspection and Evaluation Guidelines

The Department of Facilities will perform an initial inspection and evaluation of a suspected mold report in a timely manner and within one business day, if at all possible. The inspection will include identifying visible signs of mold growth, odors that may be indicative of mold growth, excessive humidity, and evidence of water intrusion and water damage. Professional help may be needed to evaluate the area further and identify the issue.

Any Lipscomb employee who responds to a report of suspected mold must have completed mold-related training overseen by the Office of Risk Management.

At the time of the initial inspection, the Department of Facilities should follow a checklist or form developed jointly by the Office of Risk Management and the Department of Facilities, and provide the completed checklist or form and photographs of the affected area to the Office of Risk Management. Unless a very simple repair is appropriate, the Department of Facilities should coordinate with the Office of Risk Management to determine the appropriate course of action and projected timeline for any remediation efforts.

Testing or Sampling

In accordance with guidance from the EPA, testing or sampling for mold spores is unnecessary if visible mold growth is present. Occasionally, mold testing or sampling may be used as a tool during investigation, such as to identify a hidden mold source within walls or HVAC systems, if the affected individuals have health concerns (e.g., asthma, allergies, or compromised immune systems), if the size or type of visible mold is a concern, or the cost of remediation requires additional information. Testing or sampling in spaces owned or controlled by Lipscomb will only be conducted by Professionals engaged by Lipscomb who use an accredited environmental microbiology laboratory. In situations where testing or sampling is deemed appropriate or necessary, the Professionals will determine if air and/or surface sampling is appropriate. Any mold test or sample results related to spaces owned or controlled by Lipscomb prior to the completion of any remediation work on the space will not be shared with any student, parent, or other third party. In

addition, employees and students may not conduct their own mold test or sample in a space owned or controlled by Lipscomb.

Occupants of an Affected Space

The health and safety of students and employees is of paramount importance. If mold is present or suspected and affects the living space within a residence hall, the Department of Facilities will communicate to the Office of Student Life the course of action, projected timeline for remediation, and any practical steps to prevent excessive moisture in the future, and the Office of Student Life will then communicate appropriate information to the residents of the affected area. If the mold affects non-residential space, the Department of Facilities will communicate to any affected employees the course of action, projected timeline for remediation, and any practical steps to prevent excessive moisture in the future.

If mold exists or is suspected, the occupants or affected individuals might need to be temporarily relocated during remediation. Any decision to relocate individuals should take into consideration the size of the area affected, the extent and types of health effects exhibited by the occupants, and the potential health risks associated with debris and activities during remediation. When considering relocation, additional consideration should be given to individuals with asthma, allergies, compromised immune systems, or other health-related concerns. If the affected individuals are students, the Office of Student Life should consider asking any affected individuals about any health-related concerns after the inspection, and if the affected individuals are employees, they should disclose any health-related concerns to the Department of Facilities in connection with the inspection.

Remediation

Following the initial investigation and evaluation, the Department of Facilities and Office of Risk Management will work together to determine whether Lipscomb can perform the remediation or if a professional remediation company needs to be engaged. If the amount of surface mold is larger than could be addressed by minor remediation, mold growth is observed on porous surfaces, or the type of mold is a concern, Lipscomb will consider hiring a professional remediation company. If the amount of surface mold is minor and it is deemed safe to do so, the Department of Facilities will undertake the necessary remediation to correct and reduce moisture and/or humidity in the affected area.

Any source or cause of water or moisture should be fixed, if possible. However, any observed mold may need to be removed and remediated before or after any other appropriate repairs, as necessary to protect workers in the area. In many cases, it may be appropriate to remove surface mold prior to conducting remediation in the area in order to prevent worker contact with the mold.

Surface mold growing on nonporous (hard) surfaces may be removed by wiping or scrubbing with mild detergent and water. It is important to dry these surfaces quickly and thoroughly to discourage further mold growth. Porous materials that are wet and have mold growth may have to be discarded, and should be handled by a professional remediation company. Biocides, including bleach, are not necessary in routine cleaning. Generally, it is neither possible nor desirable to sterilize an area. A background level of mold spores will typically remain in the air. Depending on the extent of any mold that is present in an area, air scrubbers may be used after the area has been cleaned. There may be instances where the use of a biocide may be deemed necessary or appropriate, such as the presence of immune-compromised individuals in the space. In these cases, contracting with a professional remediation company should be considered. If a biocide is used, the area should always be ventilated, and care should be taken to avoid dispersing mold spores throughout the area. Any time workers are in contact with mold growing on materials, protective, disposable gloves should be worn. In addition, protective goggles or a face shield should be worn if splatter onto the face or eyes is a possibility.

If a professional remediation company is used, they may choose to use a variety of removal and remediation methods, including, but not limited to, wet vacuuming, damp wiping, and high-efficiency particulate air (“HEPA”) vacuuming. The company may also make recommendations and/or conduct disposal or appropriate cleaning for other materials in the space that have been contacted by water or mold.

After mold removal and remediation, it may still be necessary to repair damaged building materials, to paint impacted areas, and to perform final cleaning to render the space suitable for use. Following remediation by the Department of Facilities or a professional remediation company, the Office of Risk Management should be notified of work completion and the Department of Environmental Services will conduct a final cleaning of the space. Once the final cleaning has been conducted, the remediation will be considered complete.

Post-Remediation

Promptly after remediation is complete, the Department of Facilities and Department of Environmental Services will create and deliver to the Office of Risk Management a report regarding the inspection, repair, remediation and cleaning that took place. If Professionals were used for inspection or testing, and/or a professional remediation company was used for remediation, they should provide a report of the work done to Lipscomb and, if applicable, certify that the space is safe for use.

Approximately two months after remediation is complete, the Department of Facilities should return to the affected area to ensure that the remediation was successful and there is no evidence of mold growth or no further issues with elevated relative humidity or water intrusion that could lead to mold growth. If there is any concern about remaining moisture or mold issues, the Department of Facilities should notify the Office of Risk Management for additional follow-up.

Contact

For additional information or questions regarding these protocols, please contact the Office of Risk Management at 615-966-5661 or riskmanagement@lipscomb.edu.

Effective Date

These protocols were adopted on November 5, 2025.