

GENERAL PROCEDURES FOR MOLD CLEANING

1. Identify where mold is present.
2. Inform building occupants where and when cleaning will take place. If possible try to conduct cleaning during off-hours, early morning, late afternoon or on weekends.
3. Assemble personal protective and cleaning equipment before proceeding with cleaning.

Personal Protective Equipment:

- long sleeved shirt and long pants or protective cloth covering
- disposable gloves (non-powdered) - avoid using latex gloves since some individuals may be allergic to latex
- dust mask (N95 particulate)
- eye protection (chemical goggles)

Cleaning Supplies:

- HEPA Vacuum
- Commercial disinfectant (i.e. Simple Green -D, diluted bleach, Lysol, etc.)
- trash bags
- paper towels
- soft-bristled brush
- soap
- sponge/rags

4. Don personal protective equipment.
5. HEPA vacuum moldy areas and/or materials initially to remove loose dirt and mold.
(Note: When the user experiences a noticeable operating resistance when using the HEPA vacuum, the HEPA filter for the vacuum cleaner should be checked and replaced if it appears to be overloaded. The used filters must be removed, misted with water, placed in a zip lock bag or sealed trash bag and disposed of in a dumpster.)
6. After HEPA vacuuming, use water and soap to remove mold using a sponge, rag and/or soft-bristled brush for stubborn growth.
7. Once mold has been cleaned, spray disinfectant on the cleaned surfaces (allow 10 minutes of contact time).
8. Wipe of disinfectant and thoroughly dry surface with paper towel.
9. The exterior clothing worn by workers should be vacuumed with the HEPA vacuum cleaner and placed in trash bags for laundering. If disposable coveralls such as tyvek suits are worn, these can be disposed of as regular trash.
10. The exterior of the HEPA vacuum cleaner must be wiped down with disinfectant.
11. Worker must remove protective clothing, eye protection, dust mask and gloves outside. Wash hands with soap and hot water after completing the cleaning session. Disposable protective gear such as dust mask and gloves should be placed in trash bag and disposed of as regular trash. Eye protection (chemical goggles) must be cleaned and disinfected.
12. Keep a record of where the problem areas are and note the time of day when the cleaning took place for future reference.

PROCEDURES FOR CLEANING MOLD ON BOOKS

1. Locate areas within the library that contain moldy books.
2. Place several clean book carts (wiped down with a commercial disinfectant) outside of the library, away from public traffic. *(Note: The commercial disinfectant used to wipe down books should be tested to ensure that it does not damage the books and must be approved for use by the library's Director. We recommend using Simple Green-D which is a water-based cleaner/disinfectant solution.)*
3. Leave a container of disinfectant, paper towels and trash bags with the book carts.
4. Have other carts ready to load the moldy books from the shelves.
5. When handling contaminated books, workers must wear protective gear. This includes wearing long sleeve shirt or other protective coat over street clothing, particulate dust mask (i.e. N95 particulate) and vinyl examination gloves. Unprotected individuals may aggravate or develop allergic sensitivities to the mold spores.
6. Unload the moldy books from the shelves and place them on the book carts to be taken outside for cleaning. Cleaning must be conducted away from air intakes, other building openings and public areas.
7. HEPA vacuum moldy books by covering the following areas: outside front and back covers, joints between the covers, spine, text block and inside back and front covers. A soft-bristled brush may be used for stubborn growth. *(Note: When the user experiences a noticeable operating resistance when using the HEPA vacuum, the HEPA filter for the vacuum cleaner should be checked and replaced if it appears to be overloaded. The used filters must be removed, misted with water, placed in a zip lock bag or sealed trash bag and disposed of in a dumpster.)*
8. Place clean book on a disinfected book cart.
9. Once cleaning of books are completed, book carts that were holding moldy books must be cleaned with disinfectant and paper towels.
10. Once the books have been cleaned and before reshelving, the floors and shelf areas must be cleaned and disinfected. The shelves and flooring must be cleaned with disinfectant and paper towels. All paper towels used in steps 9 and 10 must be discarded in a trash bag for disposal.
11. the exterior of the HEPA vacuum cleaner must be wiped down with disinfectant.
12. Worker must remove protective coat, eye protection, dust mask, and gloves outside. Wash hands with soap and hot water after completing the cleaning session.
13. Keep a record of where the problem areas are and note the time and day when the cleaning took place for future reference.
14. Institute a preventative cleaning program to address the continuing mold problem in the library. Books must be given to a quick wipe down with an appropriate disinfectant solution before re-shelving.

Personal Protective Equipment:

- long sleeved shirt and long pants or protective coat
- disposal gloves (non-powdered)- avoid using latex gloves since some individuals maybe allergic to latex
- dust mask
- eye protection (chemical goggles)

Supplies Needed:

- commercial disinfectant (i.e.Simple Green-D, Lysol, diluted bleach, etc.)
- paper towels
- trash bag
- duct tape
- HEPA vacuum
- soft-bristled brush
- soap
- sponge/rags

MOLD PREVENTION AND CONTROL TIPS FOR BUILDING OCCUPANTS

1. At least once a month, room surfaces such as desks, shelves, books, etc. should be wiped down with disinfectant (i.e. lysol).
2. Remove plants from the area, wet soil/plants and/or containers such as wicker baskets introduce moisture in the air and promotes fungal growth.
3. Maintain good housekeeping by not accumulating items which harbor spores/mold such as old books, journals/magazines, clothing, etc.
4. When water leaks or spills occur indoors- **ACT QUICKLY**. Call facilities to repair leak; and have them dry or replace damp material within 24-48 hours.
5. If ceiling tiles appear to be water-damaged or if a leak occurs, immediately call facilities to repair the leak and replace ceiling tiles.
6. When the air-conditioning system is in operation, keep all exterior doors and windows closed. If the temperature in an area is very cold, call facilities to have the temperature adjusted. Do not open exterior doors and/or windows because this will introduce higher humidity and moisture; and do not block supply air registers because this may cause some areas to have warmer temperatures and higher humidities.