

## APPENDIX A: Water Damage Clean up Guidelines

Below are the recommended guidelines for response to water intrusion clean-up to prevent microbial growth on building materials and contents.

<b>Guidelines for water damage clean up</b>		
<b>Water Damaged Material</b>	<b>Category 1 Recommendations</b>	<b>Category 2 &amp; 3 (Category 1 after 48 Hrs) Recommendations</b>
Books & Papers	<ul style="list-style-type: none"> <li>• For non-valuable items, discard</li> <li>• Freeze (in frost free freezer or meat locker) or freeze dry</li> </ul>	<b>Contact the Environmental Health &amp; Safety Department</b>
Carpet & Backing (Dry within 24-48 hrs)	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Reduce ambient humidity levels with dehumidifiers.</li> <li>• Accelerate drying process with blowers and fans.</li> <li>• Ensure subfloor is clean and dry.</li> </ul>	
Ceiling Tiles	<ul style="list-style-type: none"> <li>• Discard and replace</li> </ul>	
Cellulose Insulation	<ul style="list-style-type: none"> <li>• Discard and replace</li> </ul>	
Concrete or Cinder Blocks	<ul style="list-style-type: none"> <li>• Remove water with water extraction vacuum.</li> <li>• Accelerate drying process with dehumidifiers, fans, blowers.</li> </ul>	
Fiberglass insulation	<ul style="list-style-type: none"> <li>• Discard and replace</li> </ul>	
Hard surfaces, porous flooring (Linoleum, Ceramic Tiles, Vinyl)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry, scrub if necessary.</li> <li>• Ensure sub-floor is dry</li> </ul>	
Non-Porous, Hard surfaces (Plastics, Metals)	<ul style="list-style-type: none"> <li>• Vacuum or damp wipe with water and mild detergent and allow to dry, scrub if necessary.</li> </ul>	
Plaster or suspect asbestos materials (Insulation, ect.)	<ul style="list-style-type: none"> <li>• Contact EHS</li> </ul>	
Wallboard (Drywall and gypsum board)	<ul style="list-style-type: none"> <li>• Remove cove base and drill weep holes immediately.</li> <li>• Accelerate drying process with dehumidifiers, fans, blowers.</li> <li>• If not dry within 48 hours, flood cut and remove insulation.</li> </ul>	
Window Drapes	<ul style="list-style-type: none"> <li>• Follow laundering or cleaning instructions recommends by the manufacture or discard and replace.</li> </ul>	
Wood Surfaces	<ul style="list-style-type: none"> <li>• Remove moisture immediately and use dehumidifiers, gentle heat, fans and blowers.</li> </ul>	