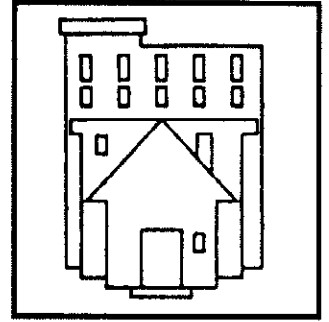


# CORUM

REAL ESTATE COMPANY

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## Five Steps To Proper Mold Remediation

- Michael Dickens, BuildIQ - 8/2/2005

Mold has had its 15 minutes of fame over the last few years. Though the hype has died down, mold is still an important issue. Customer complaints require home builders to have a fast action plan; both to clean up the mold problem and to show customers a quality home builder is looking out for their health and safety and the durability of their home.

There are two important things to remember about mold: prevent it by doing things right the first time and when you do face mold, take care of it immediately. Ensuring that your warranty team follows a process for mold remediation will take care of the latter.

The following steps, which can be adapted to fit within your company's policy, serve as a basic process for quickly remediating mold problems.

### Step 1: Learn about moisture

Assessing mold growth involves more than just looking at what's visibly growing on the walls or in a corner. Mold can be an invisible intruder, growing behind and around what you first see. Such devious behavior requires inquisitive thinking. First, understand that behind all mold growth is a water or moisture problem. Second, become a master of moisture — know where moisture comes from and how it gets into the home. The ultimate goal of these two steps is for warranty representatives to identify a moisture source and use its location to help locate all mold growth, not just what's immediately visible.

### Step 2: Document the mold problem and create a remediation plan

Before you begin remediation, document the mold situation with writing, photos and video. The warranty team supervisor will use the documentation to develop a remediation plan, which typically answers questions like when work

is slated to begin, when that work is scheduled to be completed, who will be performing the remediation, any testing that should be done, and if homeowners will be temporarily relocated. In the longer term, the documentation can help manage liability for your company or point to larger trends in mold growth.

### Step 3: Calculate the extent of the contamination

Mold may not always grow in one area, so you need to figure out how much contamination you're really looking at. Calculating the extent of the contamination will impact how you approach mold removal and clean up. The goal of mold remediation is to clean up mold growing within the home, and to avoid exposing homeowners to large amounts of mold. The New York City Department of Health (NYC DOH) has developed guidelines for cleaning up mold contamination. These guidelines are widely used in the construction industry and recommend six levels of mold remediation based on the square footage of the mold and whether or not the mold is located within the home's HVAC system. Following the NYC DOH's guidelines, available online at <http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml>, calculate the remediation level needed.

### Step 4: Remediate mold contamination

Remediation will always involve cleaning up existing mold while avoiding exposure to oneself as well as homeowners, as well as preventing new growth by addressing the moisture source. Based on your calculation of the contamination area, determine if you're working in an area up to 30 square feet (approximately the size of a full sheet of drywall). If so, you'll be following the guidelines for remediation levels 1 and 2. Level 1 remediation is used for small, isolated areas of mold up to 10 square feet and Level 2 remediation covers square footage from 10 to 30 square feet.

The clean up process is the same for Level 1 and Level 2 mold remediation and comprises these steps:

- Repair the water problem. This will help prevent new mold spores from growing.
- Isolate the contaminated area. Close all doors and windows between the contaminated area and other rooms of the home for both levels. For Level 2 remediation, also cover all doorways and any other openings with 6 mil polyethylene sheeting. Seal all seams of the sheeting with duct tape and slip openings in the sheeting to

enter the contaminated area.

- Suppress dust. Do this by misting the contaminated areas.
- Remove materials. Remove all wet and mold-damaged porous materials. Check with your supervisor and reference the Environmental Protection Agency (EPA) document, *Mold Remediation in Schools and Commercial Buildings*, ([http://www.epa.gov/mold/mold\\_remediation.html](http://www.epa.gov/mold/mold_remediation.html)) if you're not sure which materials to remove.
- Place materials in plastic bags. Discard all wet and moldy materials in plastic bags that are at least 6 mil thick, double-bag the materials, and tie the bags closed. The bags can be disposed of as regular trash once the outside of the bags are wiped with a damp cloth and detergent solution prior to leaving the contamination area.
- Clean. All non-porous materials and wood surfaces that are moldy must be cleaned. Use a wire brush on all moldy surfaces and then wipe the area with disposable wipes. To dispose of as regular trash, discard wipes in 6 mil polyethylene bags, double-bag and tie closed. Finally, scrub all moldy surfaces using a damp cloth and detergent solution until all mold has been removed and rinsed cleaned surfaces with clean water.
- Clean the affected area and egress. The process for Level 1 differs from Level 2 at this point. For Level 1, clean with a damp cloth and/or mop with detergent solution. Level 2 requires you to vacuum all surfaces with a HEPA vacuum, and then clean all surfaces with a damp cloth and/or mop and detergent solution. Discard wipes as described above.
- Visibility test. All areas should be visibly free of contamination and debris — no dust and dirt means no mold.
- Dry. Cleaned materials should be dried to allow leftover moisture to evaporate. To speed up the drying process, use fans, dehumidifiers or raise the indoor air temperature.
- Replace. All materials that were moved should be replaced or repaired.

Reference the remediation plan during the actual remediation to make sure it's being followed. If additional mold is discovered during the clean up, the warranty supervisor should update the plan.

For contamination areas greater than 30 square feet, many builders hire outside mold remediation firms to perform the clean up. In this case, you and your team switch from actually performing

to cover nursing home care and home care. You may choose not to buy a policy if it forces you to lower your quality of living or makes you give up things you need now.

conditions if you disclosed them when you applied.

7. Consider optional products including life insurance policies or annuities with long-term care benefit riders.

Sources: AARP, Nationwide Mutual Insurance Co.

...make a game of competition. The competitive drive can be a valuable tool if you use it correctly. Set team goals, and reward members who meet or exceed them. Examine your failures, and celebrate your group's successes.

-the Toastmasters by permission: Ragan Communications, Inc.

# Depression Clues in Older Adults

Older adults who deny feeling sad or depressed may still have major depression. Here are the clues to look for:

- Unexplained or aggravated aches and pains
- Hopelessness
- Helplessness
- Anxiety and worries
- Memory problems
- Loss of feeling of pleasure
- Slowed movement
- Irritability
- Lack of interest in personal care (skipping meals, forgetting medications, neglecting personal hygiene)

# Tips On Using A Lawyer

## To Draw Up A Will

When drawing up a will, hiring a qualified lawyer can help you navigate the maze of laws regarding inheritance taxes and property rights.

Here are some tips from the American Bar Association on working with a lawyer.

- To save time and money, organize information regarding your assets, liabilities and property.
- Bring copies of important documents such as previous wills, life insurance policies, employee benefit accounts and prenuptial agreements.
- Not every state has a program for attorneys to designate a specialty area of practice, so ask about his or her level of experience and qualifications in estate planning.
- Membership in certain bar associations or estate planning organizations might indicate broader or up-to-date experience in the field.
- Consider asking for recommendations from friends or other professional advisors.
- Ask about legal fees up front and see that they are addressed to your satisfaction in writing.

Source: American Bar Association

# 5 Signs of A Stroke

If you experience one or more of these signs, call 911 immediately...

- ☐ Sudden numbness or weakness in the face, arm or leg, particularly if on only one side of the body
- ☐ Sudden, severe headache with no known cause
- ☐ Sudden visual disturbance in one or both eyes
- ☐ Sudden confusion or difficulty speaking
- ☐ Sudden dizziness, loss of balance, loss of coordination or difficulty walking.

# Drinking Away Kidney Stones

Just one glass of orange juice per day might stave off a recurrence of kidney stones, researchers at UT Southwestern Medical Center have found. Dietary and lifestyle changes are often necessary to manage recurrent kidney stones. Potassium citrate is frequently prescribed to lower the rate of new stone formation. However, for patients who can't tolerate the gastrointestinal side effects of potassium citrate, orange juice makes a beneficial substitute, say the researchers. Orange juice was found to prevent the stones better than other citrus fruit sources, such as lemonade.

# New Test for Fracture Risk

Frax, a fracture-risk assessment tool, is a diagnostic device that uses a computer program to calculate the 10-year fracture risk a person 40 or older. It is based on 12 risk factors, including bone mineral density (BMD), history of fractures, sex, weight, height, smoking and level of alcohol intake. You can take the FRAX test online at [www.shef.ac.uk/FRAX](http://www.shef.ac.uk/FRAX) (click "Calculation

Tool"). Discuss the results with physician. Helpful: For the test, you enter your weight in kilograms (not pounds) and your height in centimeters (not feet and inches). You can find online tools that automatically calculate those conversions at [www.unitconversion.info](http://www.unitconversion.info).

John Neustadt, ND, a naturopathic physician, cofounder of Nutritional Biochemistry, Inc., and clinical director of Montana Integrative Medicine, in Bozeman, Montana. Dr. Neustadt is coauthor of A Revolution in Health Through Nutritional Biochemistry (iUniverse). [www.montanain.com](http://www.montanain.com)

# What to Compost:

- Cow or Horse Manure
- Cardboard rolls
- Clean paper
- Coffee grounds and filters
- Cotton and wool rags

- Dryer and vacuum cleaner lint
- Eggshells
- Fireplace ashes
- Fruits and vegetables
- Hair and fur
- Hay and straw
- Houseplants
- Leaves

- Nut shells
- Sawdust
- Shredded newspaper
- Tea bags
- Wood chips
- Yard trimmings

# What not to Compost (and why):

- Black walnut tree leaves or twigs (they release substances that might harm plants)
- Coal or charcoal ash (they might contain substances that can harm plants)
- Dairy products (they may create odor problems and attract pests)
- Diseased or insect-ridden plants (diseases or insects might survive) back to other plants
- Fats, grease, lard, or oils (odor and pests)

- Meat scraps (odor and pests)
- Pet wastes such as dog or cat (potentially contains parasites, viruses bacteria and germs that can harm humans)
- Yard trimmings treated that have been chemically treated (they could kill beneficial composting organisms)

Source: U.S. EPA Web site



# Plan Your Week In 30 Minutes

Experts say that you need only 30 minutes to plan your entire week. How to do it? Follow the OATS formula.

**O: Objectives.** What results do you want to see by the end of the week? Write them down and rank them.

**A: Activities.** What do you have to do to achieve your goals? List the necessary activities, and put them in sequence.

**T: Time.** How much time will each activity require? To plan realistically, allow yourself more time than you think you will actually need. This gives you flexibility if unexpected problems develop.

**S: Schedule.** Look at your calendar and decide when you can do each activity. Most people underestimate the power of a schedule, but you won't get anything accomplished if you don't schedule time to do it.

-Adapted from *President's Newsletter*



# Notable Quotables

It takes 20 years to build a reputation and five minutes to ruin it.  
 If you think about that, you'll do things differently.  
 -Warren Buffett, Investor

Fight for your opinions, but do not believe that they contain the whole truth, or the only truth.  
 -Charles A. Dana

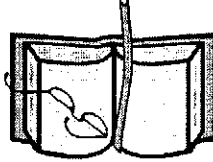
We either make ourselves happy or miserable. The amount of work is the same.  
 -Carlos Castaneda

A good home must be made, not bought.  
 -Joyce Maynard, Writer

If you really do put a small value upon yourself, rest assured that the world will not raise your price.  
 -Anonymous

Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy.  
 -Dale Carnegie, Writer & Lecturer

A hungry dog hunts best  
 -Lee Trevino



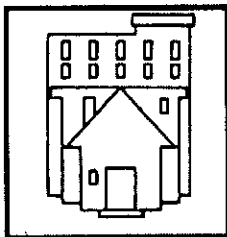
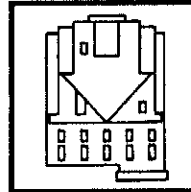
The key to knowledge isn't filling your head with lots of information. It's knowing where to look when you need it.

The man who has confidence in himself gains the confidence of others.  
 -Hasidic saying

Some people think it's holding on that makes one strong sometimes it's letting go.  
 -Sylvia Robinson

If you don't have the time to do something right, where are you going to find the time to fix it?  
 -Stephen King Submitted by ivyb2000

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