**WATER INTRUSION/MOLD INCIDENT RESPONSE FLOWCHART**

**Responsibility Key:**
1. University Housing
2. Facilities Management
3. Occupants/Tenants
4. EHSO

1. Periodic Routine Inspections (1) (2)
2. Severe Weather Inspections (1) (2)
3. Tenant or Occupant Report (3)

**Perform on-site observations (1) (2)**

**Is a tenant or occupant involved?**

- **Yes**
  - Conduct limited interview, fill out IAQ Questionnaire (provided by EHSO) and return to EHSO (1) (2) (3)

- **No**
  - Enter incident on Incident Tracking Log (1) (2)

**Notify EHSO in writing and forward copy of Incident Tracking Log (1) (2)**

**Provide EHSO with information in writing on type of assistance needed (1) (2)**

**Any signs of moisture, water damage, or mold?**

- **Yes**
  - Notify EHSO (1) (2)
  - Complete Incident Tracking Form and prepare Follow-up Letter (4)

- **No**

**Conduct water extraction/drying activities and remove affected porous building materials (1) (2)**

**Is a subcontractor required? (4)**

- **Yes**
  - Perform water extraction/drying activities and remove affected porous building materials (1) (2)
  - Oversee response action (4)

- **No**
  - Provide Housing or Facilities Management with a Project Authorization Form (4) to be filed out and returned the EHSO
  - Conduct response action (4)

**Was response action successful?**

- **Yes**
  - Maintain incident documentation (4)

- **No**
  - Provide Housing or Facilities Management with a Project Authorization Form (4) to be filed out and returned the EHSO
  - Conduct response action (4)

**Was response action successful?**

- **Yes**
  - Maintain incident documentation (4)

- **No**
  - Provide Housing or Facilities Management with a Project Authorization Form (4) to be filed out and returned the EHSO
  - Conduct response action (4)