

**Checklist for Mold Complaints by Residents/Staff**

**Investigate and Evaluate Moisture and Mold Problems**

**Physical Check/Water Issues**

* Investigate dorm room or office areas associated with occupant complaints
* Identify if there is physical mold present on any surfaces (wallboard, carpet, furniture, bed, etc.); check in kitchens, bathrooms, under sinks and beds especially near water sources
* Identify if there are source(s) or cause of water or moisture problem(s)
* Check for water-damaged materials (wallboard, carpet, etc.)
* Has the a/c unit filter in rooms been checked and cleaned recently of dust/debris?