

# MANAGING MOISTURE AND MOLD

Mold and mold spores are microscopic fungi that are present almost everywhere in both indoor and outdoor environments. Establishing good housekeeping habits, maintaining proper air flow, and giving immediate attention to leaks and moisture are all key to preventing excess moisture that can lead to mold growth. Following are specific tips you can follow in your home:

- Increase ventilation in areas that are often damp; run the bathroom fan or open the window when showering. Use exhaust fans or open windows when cooking, running the dishwasher, etc.
- Be careful not to block or restrict any heating, ventilation or air conditioning ducts/vents.
- Avoid overfilling closets and storage areas to ensure proper air flow.
- Change heating/cooling system filters routinely, especially if you have pets. Filters are available at our maintenance office.
- Maintain home temperature between 70° to 76° Fahrenheit in the air conditioning season and 65° to 74° Fahrenheit in the heating season.
- Keep your thermostat set to “Auto” and avoid using the ‘Fan On’ mode.
- Running the air conditioning with the doors or windows open is not only an energy drain, it can also cause excessive moisture inside your home that leads to mold growth.
- Clean and dust your home on a regular basis. Periodically clean and dry walls and floors around sinks, bathtubs/showers, toilets, windows and patio doors.
- Clean up spills immediately. Blot spills on carpeting/rugs until they are completely dry.
- If you see condensation or moisture collecting on windows, walls or pipes, act quickly to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity in the home.
- If there is a clothes dryer in your home, clean the lint filter after every use and promptly report any damage to the vent connection.
- Limit houseplants to prevent excess humidity; avoid overwatering.

## WHAT TO REPORT

1. Leaks or water damage
2. Malfunctions in heating and cooling systems
3. Windows or doors that don't open/close properly
4. Visible mold and/or musty odors
5. Wet or moist drywall

## HOW TO REPORT

1. Immediately notify our maintenance team by calling in a work order.
2. Our team will promptly arrange an inspection for water damaged materials and potential mold growth.
3. Any source of excess moisture will be cleaned and/or repaired as needed and any mold growth will be remediated.

## CONTACT INFORMATION

Management Office: 580-379-4002  
Maintenance Requests: 580-482-0073

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