Procedure ID: Water Incursion & Moisture Management
Frequency: Annual
Asset Class: Training Module

State of New Hampshire Bureau of General Services Policy on Water Incursion & Moisture Management Plan

(Annual Training Requirement) All General Services maintenance personal will review the State of New Hampshire Water Incursion & Moisture Management Plan, the General Services Building Water Leak Emergency Action Plan and sign off stating understanding of the plans.

Water incursions must be addressed swiftly to prevent further damage and eliminate any chance for spore growth. A Critical step is reporting the leak even a perceived minor leak to determine if unseen damage has occurred.

Immediately after water incursion is found

1. Normal Hours: REPORT the water incursion immediately to your Supervisor or Administrator.
2. After Hours: immediately contact the ON-Call Tech.
3. Contact General Services Management and advise them of the severity of the incursion.

First steps:

5. Attempt to shut off water leak at its source. (Reference the General Services Building Water Leak Emergency Action Plan dated 1/07/2014 for the Shut off locations for your building)
6. Investigate the origin of the water leak and Isolate the leak if possible.
7. Restore water service to the rest of the building- As Required.
8. Remove standing water starting on the upper most floors affected first then, working downward. (Floor and wall penetrations plus gravity will allow water to penetrate floors below).
9. Use wet vac, mops, squeegee etc. to remove as much water as possible.
10. Use fans on floors to circulate air which aids in drying. Consider turning on building cooling system to dehumidify the area.
11. General Services Management will advise the on-site Supervisor to engage additional personnel, specialty vendors to aid in removal efforts.

Water Incursion & Moisture Management Training acknowledgement

Employee: Printed Name & Date ________________________________
X ________________________________

Supervisor: Printed Name & Date ________________________________
X ________________________________