

# Water Intrusion/Mold Prevention Checklist

## Pre-Construction

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1. **Project management team has received awareness training and education on Mold as well as training in the means and methods of preventing mold infestation on the project. Training covered but not limited to the following:**
  - Importance of keeping interior building material dry during storage.  
☐ Yes ☐ No
  - Do not install building material that is wet.  
☐ Yes ☐ No
  - Protect installed interior building material from water and moisture.  
☐ Yes ☐ No
  - Conduct regular walk through of the project to identify water infiltration that can result in water damage and potential mold growth and if identified discuss with project manager.  
☐ Yes ☐ No
  - Discuss with mechanical contractor responsible for duct installation transporting duct work to job site in closed covered trucks.  
☐ Yes ☐ No
  - Discuss with mechanical contractor sealing open ends of duct work at the end of the work day.  
☐ Yes ☐ No
  - Thorough review of contract drawings and details to determine potential design flaws that have the potential to result in water infiltration and potential mold growth.  
☐ Yes ☐ No
  - If design flaws or potential water infiltration exposures identified while reviewing contract drawings and details, they are brought to the attention of the design architect/engineer and RFI sent out.  
☐ Yes ☐ No
  - Build in strict accordance to contract drawings and specifications. Do not take it upon yourself to make design changes without appropriate approval for design architect/engineer.  
☐ Yes ☐ No
2. **Project manager reviewed curtain wall or building facade drawings to understand and familiarize him/her with design and detail as well as means and methods of installation to ensure water tightness.**  
☐ Yes ☐ No
3. **Discussion with owner to secure curtain wall or building facade independent consultant to review contract drawings and monitor installation process.**  
☐ Yes ☐ No
4. **Curtain Wall or building facade mock up installed and tested under extreme weather conditions/elements to ensure water tightness and reaction to external forces and stresses.**  
☐ Yes ☐ No
5. **Review of building material specified at the building core to ensure water/moisture exposure control material has been specified.**  
☐ Yes ☐ No

6. On high rise construction projects, discussion with building owner to buy temporary roofing and drainage as building rises to control, contain and divert water from migrating to lower floors that may have interior material installed.  
☐ Yes ☐ No
7. Sub contractor's pre-qualified to determine their experience and track record on similar type projects. Determination made to verify prior construction defect claims resulting from subcontractors work on prior projects.  
☐ Yes ☐ No
8. Provisions made in building schedule to ensure building water tightness prior to installation of interior finishes.  
☐ Yes ☐ No
9. Manufactures of moisture critical products have been consulted to verify the products application and standard details and recommendation of preferred and/or recommended installers.  
☐ Yes ☐ No
10. Manufacture warranties required of sub contractors supplying and installing mechanical equipment, roofing, windows, EIFS, curtain wall and pre-cast material.  
☐ Yes ☐ No
11. Delivery and storage of interior building material planned in advance to ensure protection of material from elements, appropriate storage location and limited storage time.  
☐ Yes ☐ No
12. Equipment purchased and on hand such as wet-dry vacuums, fans and dehumidifiers.  
☐ Yes ☐ No
13. EIFS contractor listed as an approved applicator by manufacturer of the product.  
☐ Yes ☐ No
14. Water table at the project site investigated to determine if hydro static pressure may result in water or moisture impregnating the slab, which could impact finish flooring.  
☐ Yes ☐ No
15. Project prepared & equipped to efficiently remove and dry unwanted water buildup within 24 hours of discovery.  
☐ Yes ☐ No
16. Procedures in place to document and photograph water intrusion/mold events and corrective actions taken to mitigate the conditions.  
☐ Yes ☐ No

### Construction Phase

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1. Provisions in place to inspect all interior building material delivered to the project to ensure no pre-existing mold contamination.  
☐ Yes ☐ No
2. Interior building material stored in a dry area and off the ground.  
☐ Yes ☐ No
3. Open ends of installed duct work sealed or capped at the end of the work day to prevent water or moisture entry.  
☐ Yes ☐ No
4. Core board installed on floors not fully water tight a sufficient distance up off the floor slab to ensure no contact with pooling water.  
☐ Yes ☐ No

5. Interior sheetrock installed along the perimeter of the building done so only in areas that are water tight and not exposed to the elements.  
☐ Yes ☐ No
6. Flooring products such as carpet and wood flooring stored in dry water and moisture free storage area.  
☐ Yes ☐ No
7. If scope of work includes installation of furniture equipment such as sofas, beds, chairs, provisions made to ensure equipment stored in an environment free from exposure to water and moisture.  
☐ Yes ☐ No
8. If wall fabric is installed inspection and verification that wall receiving fabric is dry has been completed prior to installation.  
☐ Yes ☐ No
9. Use of wall coverings with permeable paper backings that don't trap moisture in lieu of vinyl wall covering that can trap moisture laden air.  
☐ Yes ☐ No
10. All flashing at sky lights, balconies, adjacent building walls, foundations and roofs inspected and sign off to ensure work performed in complete accordance to contract drawings, details and specification.  
☐ Yes ☐ No
11. Roofing membrane and application inspected and sign off to ensure workmanship performed in accordance to contract drawings, detail and manufacture specifications.  
☐ Yes ☐ No
12. Flood testing of completed roofs to ensure 100% water tightness of the roof.  
☐ Yes ☐ No
13. Manufacture warranty obtained on completed roof.  
☐ Yes ☐ No
14. All moisture generated equipment vented outdoors.  
☐ Yes ☐ No
15. Attics, crawl spaces and other enclosed spaces inspected to ensure proper ventilation.  
☐ Yes ☐ No
16. EIFS installed and inspected according to manufacturer drawings, details and specifications.  
☐ Yes ☐ No
17. Inspection of mesh, flashing and underlying insulation board performed to insure compliance with manufacturer drawings, details and specification.  
☐ Yes ☐ No
18. EIFS wall penetrations including doors, windows, phone lines, A/C coolant lines, cable TV lines, hose bibs, etc., properly sealed as per manufacturer instructions.  
☐ Yes ☐ No
19. HVAC equipment and systems properly installed according manufacture specification.  
☐ Yes ☐ No
20. Drip pans for cooling coils properly installed and drain properly.  
☐ Yes ☐ No

21. Interior supply ducts are bare galvanized sheet metal with no interior insulation.

☐ Yes ☐ No

22. All ducts joints sealed.

☐ Yes ☐ No

23. Mechanical system design provides for adequate make-up or combustion air to eliminate the possibility of creating negative air pressure in the structure that could result in drawing in moisture through the floor slabs or wall.

☐ Yes ☐ No

24. Chilled water pipes properly insulated.

☐ Yes ☐ No

25. Completed HVAC system tested and signed off my independent third party and/ or manufacturer.

☐ Yes ☐ No

26. Curtain Wall units installed according to contract drawings, details and specifications and inspected and sign off by independent third party curtain wall consultant firm.

☐ Yes ☐ No

27. Caulking and sealing of curtain wall units and windows as well as other areas receiving caulking and or sealants inspected and sign off.

☐ Yes ☐ No

28. Water proofing and vapor barriers installed as per contract drawings at required locations such as foundation walls, floor slabs, roofs and balconies.

☐ Yes ☐ No

29. All plumbing and drainage lines inspected, tested and signed off verifying they meet required building codes.

☐ Yes ☐ No

### Project Turnover

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1. Manufacturers inspect and test equipment/material to verify installation according to contract drawings, details and specification.

☐ Yes ☐ No

2. Manufacture warrantee obtained equipment/material such as mechanical equipment, roofing, windows etc.

☐ Yes ☐ No

3. Meeting with owners building engineer to review, run and inspect building components prior to building turnover.

☐ Yes ☐ No

4. Obtain inspection sign off by curtain wall consultant.

☐ Yes ☐ No

5. Obtain plumbing inspection sign off by third party consultant and/or building department.

☐ Yes ☐ No

6. Obtain sprinkler sign off by third party consultant and/or building department.

☐ Yes ☐ No

7. Inspect heating, ventilation and air conditioning drip pans to ensure cleanliness, no obstructions and water flows properly.  
☐ Yes ☐ No
8. Moisture generating equipment such as dryers properly vented to the outdoors.  
☐ Yes ☐ No
9. In door humidity kept to below 60 percent relative humidity, preferably 30-50 percent RH.  
☐ Yes ☐ No
10. Building owner instructed to perform regular building HVAC inspections and maintenance schedule.  
☐ Yes ☐ No
11. Building owner instructed to maintain and replace proper air filters as necessary.  
☐ Yes ☐ No
12. Site grading inspected to ensure grade and slope pitches water away building.  
☐ Yes ☐ No

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