

MOISTURE PROBLEM REMEDIATION GUIDELINES

(For Regional Building Committee use only)

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1. Regional Building Committee (RBC) receives first report from congregation elders on potential environmental problem and assigns remediation overseer to follow.
2. Remediation overseer and local elder perform initial physical inspection of Kingdom Hall, fill out *Moisture Problem Evaluation* (S-104) form, and forward to RBC chairman, who in turn will fax to Kingdom Hall Desk (KHD) after considering the following:
 - Remediation overseer and congregation elders make determination as to whether repairs can be made without direction from branch office and/or funding from Kingdom Hall Assistance Arrangement (KHAA).
 - If repair can be cared for locally and KHAA is not needed, then RBC makes arrangements to complete repair work. After repairs are completed, final written report is sent to KHD.—*Proceed to point 10.*
 - If direction from branch office and/or KHAA is needed, proceed to next step.
3. RBC chairman telephones KHD.
 - Through consultation with KHD a determination can be made if an approved environmental consultant (EC) is needed. KHD can provide help locating one if necessary.
 - If EC is needed, RBC chairman forwards *Moisture Problem Evaluation* form to EC and makes arrangements for inspection.
 - If EC is not needed, work proceeds as directed by RBC.
4. If inspection by EC identifies no mold problem, RBC completes necessary repair work, and final report is sent to KHD.—*Proceed to point 10.*
 - If mold problem is confirmed, proceed to next step.
5. While awaiting test results, remediation planning begins.
 - If RBC crew is not available, RBC chairman contacts KHD for further direction. It may be that arrangements can be made with a nearby trained RBC to perform the remediation.
 - During this time attention is given by RBC and congregation to eliminate all sources of moisture intrusion. This should always be done before any remediation work begins.
6. When EC's initial report is complete, he sends this and the invoice for testing to RBC chairman, with a copy of the initial report to KHD. The congregation(s) can be given the option to pay for EC assistance promptly. However, if necessary, RBC chairman may submit the invoice to KHD for payment.
7. RBC prepares estimate using *List of Major Cost Elements* (S-84a) to determine the cost of remediation and restoration of affected area.

Note: A Kingdom Hall should not be closed nor any congregation transferred elsewhere because of environmental issues without receiving direction from the Kingdom Hall Desk in the Service Department.

8. Once remediation is underway, remediation overseer keeps congregation(s) informed of ongoing status of project.
 - If remediation crew reports mold problem beyond original scope of work, remediation overseer is notified and estimation is made to establish the extent of additional costs and work.
9. RBC replaces materials damaged by mold or remediation process.
10. RBC sends final report with the information listed below to KHD. If the size of the project merits it, a *Report on Kingdom Hall Construction Project* (S-85) should be used.
 - When was the remediation completed?
 - How long did this work take?
 - Who took the lead in performing the remediation?
 - How many volunteers were used to do the remediation?
 - Was the congregation(s) displaced during the remediation? If so, for how long?
 - Has restoration now been completed? If not, include scheduled dates for this work.