

State or Leased Building Water Impact Response

This document is designed to help State Owned and Leased buildings agencies take proper action when addressing facility water intrusion events. This document addresses small building flooding due to a mechanical system failure, small localized flood (flash flood) and water intrusions due to a rain/snow event through the building envelop (roof and windows). This document does not address regional flooding events. In the event of water damage/intrusion, please refer to the following guidelines.

It should be noted that water intrusion is typically a quick process, but drying a building and restoring the building to pre-event condition is a time consuming effort.

Response and Communication Procedures

Immediately report any facility-related water intrusion problem to the Building Owner. The Building Owner typically falls into one of three categories: 1) Occupying Agency, 2) Buildings & Grounds – State Owned, 3) Buildings & Grounds – Leased Buildings. Risk Management should be contacted on the next business day.

If the agency/onsite personnel can't reach maintenance or Risk Management to assist in the decision of how to address the flood, they should contact a property restoration company to address the issue. Currently Belfor Property Restoration is the company that has an agreement with the State of Nevada to conduct this work. The agency is authorized to contact Belfor or other companies (may not have an office in the remote parts of the State) to conduct the following:

- Free standing water extraction
- Water extraction from furniture or carpets
- If walls are impacted, removal of the wall covebase and drilling of the holes in the wall after removal of the covebase, if necessary.
- Installation of fans and dehumidifiers.

The agency is not permitted to authorize the restoration company to cut walls unless authorized by Risk Management or the Building Owner (State owned or Leased).

It should be noted that small water intrusions are not required to be reported to Risk Management. If the water event impacts less than 400 sq ft, no apparent permanent damage to the building, clean water release, source of the water intrusion has been identified, and the source has been addressed. All water releases that result in free standing water are to be reported. If a small water intrusion is reoccurring (every rain event) it should be reported to the owner/maintenance and if not addressed in a reasonable time Risk Management is to be contacted.

Isolation of Water Source

If the water source is a failed mechanical system (interior building piping) and you are unable to isolate it, contact maintenance (State or Lease Building). If no maintenance person is available and the water will cause additional damage call 911 and tell them the situations. 911 will contact the local fire or water department to respond and isolate the water source. Typically they will shut off all water to the building until the owner can address the situation.

Pre-Cleanup Safety Inspection

Prior to conducting any equipment, document removal or cleanup activities, the impacted area needs to be inspected for hazards. These typically consist of electrical safety issues and falling ceiling building materials due to water saturation and excessive weight. Some of the electrical issues are: 1) surge protectors or extension cords, 2) floor installed electrical and communication fixtures, 3) wall plugs if the water impacts the wall or is at a level above the fixtures, ceiling mounted lights. Ceiling issues consist of falling ceiling tiles and falling plaster ceilings. Plaster ceilings are the primary concern in older buildings and are dangerous due to the total weight and they may not give an indication that they are failing.

Other safety issues that may need to be addressed are asbestos containing damaged building materials. This can be an issue during initial cleanup activities in buildings that are older than 1970 and have asbestos containing fire proofing in the ceiling plenum areas of the building. Asbestos containing flooring and walls typically are not an issue during initial water cleanup activities that the agency is authorized to approve. They can be an issue after the initial water removal phase is completed.

The source of the water can be a safety issue for initial cleanup. If the water is from either grey (dishwasher, washing machines, toilet discharges that may have urine but no feces) or black water (grossly sewage contaminated water). If grey or black water condition exists, it is best to contact water Restoration Company to address this release.

Pre-Cleanup Documentation

Make a photographic record before you begin to clean up the damage. Documentation of the damages will be beneficial to process the claim.

Agency Approved Initial Water Removal Clean Up – General Recommendations

- Thoroughly inspect and document the area to determine the extent of water intrusion/damage.
- Initiate water extraction cleanup and complete within 48 hours. The 48 hour time frame is for the removal of all free standing water, extract “free” water from the impacted furniture and building materials, and to initiate the drying phase. The drying phase is to

remove covebase from impacted walls, install fans and if necessary drill holes in the sheetrock where the covebase was removed.

Building Drying and Restoration

This work is typically completed by the building owner with Risk Management oversight. The building owner could be the Agency, B&G or private/leased building.

This work can vary significantly, but may consist of the following. If removal of building materials is required, the owner would address asbestos sampling and removal as required per current OSHA regulations.

- If the area had limited impacts and the building materials and carpet are completely dried; the area would be placed back into service.
- If the water impacted areas were extensive, the work may require cleaning with a damp cloth and plain water or a mild detergent. The carpets would be cleaned.
- If water was allowed to stand for a length of time that the sheetrock on the walls begins to swell or the joints crack, the sheetrock most likely would have to be cut and removed. If no swelling occurs in most cases the walls can be dried without cutting.
- If the carpets are not direct glued and have a pad system, typically the carpet has to be removed to allow complete drying of the carpet system. It is becoming industry standard to remove carpets with pads, dry the carpet and discard the pad. The removed carpet would be reinstalled.
- If the water is to stand for an extended period of time or the flooring is a direct glue to a wood floor, the carpet may have to be removed and discarded.