



Property Manager's Environmental Testing Checklist



MOLD



ASBESTOS



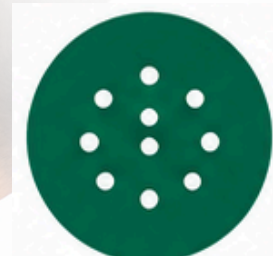
INDOOR
AIR QUALITY



LEAD



WATER



SOIL

A Quick Reference Guide for Leaks, Water
Intrusion, Renovations & Tenant Concerns



**PLAN SMART.
BUILD SAFER.**



PROPERTY MANAGER'S ENVIRONMENTAL TESTING CHECKLIST

BEFORE CONSTRUCTION, RENOVATION OR PROPERTY IMPROVEMENTS

Consider whether testing or documentation may be needed before work begins.



- ☐ Will walls, ceilings, flooring, insulation, paint, coatings, or other building materials be disturbed?
- ☐ Will demolition, renovation, repair, or maintenance activities disturb existing materials?
- ☐ Have materials that will be disturbed been evaluated for potential environmental hazards?
- ☐ If exterior work, excavation, or site disturbance is planned, should soil or other site-related environmental concerns be evaluated?
- ☐ Are previous environmental testing reports available for the affected area?
- ☐ Has the area experienced previous leaks, water intrusion, mold, or other environmental concerns?
- ☐ Has appropriate environmental testing been completed before work begins?

AFTER ENVIRONMENTAL OR WATER DAMAGE

Document the affected area and confirm corrective steps are complete.



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| ☐ Has the affected area been inspected? | ☐ Has appropriate post remediation clearance testing been performed to verify the affected area was properly cleaned or remediated? |
| ☐ Has the source of moisture been corrected? | |
| ☐ Have affected materials been identified? | |
| ☐ Has appropriate drying or remediation been completed? | ☐ Has documentation been collected for the property file? |

PROPERTY MANAGER DOCUMENTATION CHECKLIST

Keep records of the issue, response, testing, and communications.



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| ☐ Date and location of the issue | ☐ Environmental testing reports—mold, asbestos, lead, IAQ, water or soil, as applicable |
| ☐ Reported symptoms or concerns | ☐ Remediation documentation |
| ☐ Photos of affected areas | ☐ Clearance testing completed |
| ☐ Source of water or environmental concern | ☐ Communications with tenants, contractors, or other parties |
| ☐ Repairs performed | ☐ Clearance or post-remediation documentation |
| ☐ Laboratory reports / analytical results | |

PROPERTY MANAGER'S ENVIRONMENTAL TESTING CHECKLIST

AFTER A LEAK OR WATER INTRUSION

Document the source, affected materials, drying status, and visible conditions.



- ☐ Was there a plumbing leak?
- ☐ Did water enter through the roof, windows, walls, or foundation?
- ☐ Was the property affected by flooding?
- ☐ Were drywall, flooring, ceilings, insulation, or other materials exposed to water?
- ☐ Was the source of the water intrusion identified and corrected?
- ☐ Are affected areas completely dry?
- ☐ Is there visible staining, discoloration, or deterioration?
- ☐ Are there musty or unusual odors?
- ☐ Has environmental testing been considered to determine whether mold or other environmental conditions may be present?

FOLLOWING A TENANT COMPLAINT

Keep records of the issue, response, testing, and communications.



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| <ul style="list-style-type: none">☐ Has a tenant reported unusual odors?☐ Has a tenant reported visible mold-like growth?☐ Has a tenant reported recurring moisture or water problems?☐ Has a tenant reported concerns about indoor environmental conditions? | <ul style="list-style-type: none">☐ Have similar complaints been reported in the same area or unit?☐ Has the property experienced previous environmental concerns?☐ Does the complaint involve unexplained symptoms or concerns that may warrant an indoor environmental investigation? |
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Document the complaint, affected location, visible conditions, and steps taken.



PROPERTY MANAGERS REMINDER

Not sure whether testing is needed?

VERT Environmental can help determine the appropriate testing based on the property concern, affected area, and planned work.

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