

ITEM	EVS	Maintenance	Safety Infection Control	Everyone	Biomedical Engineering	Completion Date and	COMMENTS
Notify Maintenance Upon Discovering Water Leak, Flood, etc.							
Identify and Correct Source of Water or Moisture							
If the Amount of Water is Small and it Does not Affect Carpeting, Walls, or Travel to Lower Floors, the Water Should be Extracted or Mopped, followed by Cleaning and Sanitizing							
Set Up Containment Barriers and Negative Air Machines that are Exausted to a Dedicated Exhaust Duct or Outdoors							
Remove Water Damaged Ceiling Tiles and Ceiling Insulation							
Extract Water from Carpets and Clean with Hospital Approved Product							
Remove Water Damaged Porous Contents, Such as Papers, Books, Etc. Items to be Placed in Clear Plastic Bags and Labeled until Department Manager(s) Identify Appropriate Handling and Disposition							
Remove Vinyl Baseboard Molding and Save for Reinstallation if not Damaged.							
High Velocity Air Movers and Fans (must be Clean) can be Put in Operation only After Containment and Negative Air has been Established							

