



Water damage to building materials, surfaces, furniture, and equipment can result from instances of broken water pipes, clogged drains, and stormwater pooling, just to name a few. If water-damaged areas are not treated within 24 to 48 hours, the residual moisture may enhance mold growth. Consult with the Office of Environmental Health & Safety (EH&S) @ (323) 442-2200: (a) if mold growth has already occurred, (b) if materials are wet for more than 48 hours, or (c) for general inquiries on water damage.

The following best practices can effectively remediate areas that were impacted by water from a relatively clean source. Move all items away from wet walls and floors. **NOTE:** Consult with a professional restoration service if items/areas are impacted by a water source containing sewage, chemical contaminants, and/or biohazardous agents.

Water-Damaged Item	Action
Books and Papers	<ol style="list-style-type: none"> 1. Discard non-valuable books and papers 2. Photocopy valuable/important items and discard the originals. <i>Option: Consult a professional document restorer to treat and preserve the water-damaged originals.</i> 3. Freeze (in a frost-free freezer) or vacuum freeze-dry items.
Carpet, Backing, and Subflooring	<p>Within 24 to 48 hours:</p> <ol style="list-style-type: none"> 1. Remove water with a wet/dry vacuum. 2. Reduce ambient humidity levels with dehumidifiers. 3. Place box fans to accelerate the drying process.
Ceiling Tiles	Discard and replace.
Fiberglas or Cellulose Insulation	Discard and replace.
Concrete or Cinder Block Surfaces	<ol style="list-style-type: none"> 1. Remove water with a wet/dry vacuum. 2. Reduce ambient humidity levels with dehumidifiers. 3. Place box fans and/or heaters to accelerate the drying process.
Hard Surface, Porous Flooring (e.g., unglazed tile and grout; both are porous)	<ol style="list-style-type: none"> 1. Vacuum or damp wipe with water and mild detergent and allow to dry. Scrub if necessary. 2. Dry underflooring if necessary.
Electronic Equipment, Computers	Contact IT staff for assistance. Defer to IT staff to check equipment status.
Upholstered Furniture	<ol style="list-style-type: none"> 1. Remove water with a wet/dry vacuum. 2. Reduce ambient humidity levels with dehumidifiers. 3. Place box fans and/or heaters to accelerate the drying process. 4. Furniture item may need 48+ hours to completely dry. <i>Option: If furniture item is valuable, consult a professional restorer to treat and preserve it.</i>
Wallboard (drywall and gypsum board)	<ol style="list-style-type: none"> 1. Dry in place if no obvious swelling is observed and seams are intact. 2. Discard and replace if substantial water damage/swelling is observed. 3. Ventilate the wall cavity if possible.
Window Drapes	Follow manufacturer's cleaning instructions.
Wood Surfaces	<ol style="list-style-type: none"> 1. Remove moisture immediately and use dehumidifiers, gentle heat, and fans for drying. Heat hardwood floors cautiously. 2. Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry. 3. Pry wet paneling away from wall for drying.