



Memorandum

To: Dr. Kathleen Rodgers, Assistant Superintendent of Intervention Services
Mr. Alvin "Butch" Watkins, Director of Maintenance
Mr. Danny Allbritton, Director of Construction

From: Mr. Juan E. Williams, Coordinator, Fire & Safety *JEW*

Through: Mr. LaRoderick E. McQueen, Building Official *LMQ*

Date: August 19, 2019

Subject: SREF Inspection for Leon County Schools Administration Building

Attached to this memorandum is the State Requirements for Educational Facilities (SREF) Inspection Report for the above referenced facility. The report identifies the deficiencies and corrective actions for the entire site. The column labeled **MOC** identifies the entity responsible for correcting each deficiency, as follows:

- Line items with an **M (Maintenance)** in the **MOC** column are to be addressed by the Maintenance Department. Please do not submit work orders for the deficiency line items in the **M (Maintenance)** column. Upon completion of all work orders, please have Code Enforcement staff sign off to confirm completion.
- Line items with an **O (Operational)** in the **MOC** column are to be addressed by site based staff. These items need to be corrected within the proposed time allotment, prior to the follow-up inspection.
- Line items with a **C (Construction and Capital Outlay)** in the **MOC** column are to be addressed by the Construction/Facilities Department or a corrective action plan developed.

Notification of the completion or corrective action plan of the fore-mentioned deficient items need to be submitted to the Code Enforcement Department. Please initial and date the line items under your area of responsibility on the provided report to confirm completion. You may email Ms. Deanetra S. Grissom at grissomd@leonschools.net or fax the report to (850) 617-1800, to her attention.

Please note a copy of this SREF inspection report will be forwarded to the Board.

*****Additionally a separate inspection report has been provided for each portable at your site, in accordance with SREF Chapter 4 Section 4.4 (2)*****

If you have any questions or comments regarding any items noted on this report, please feel free to contact **Mr. Juan E. Williams at the Code Enforcement Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.


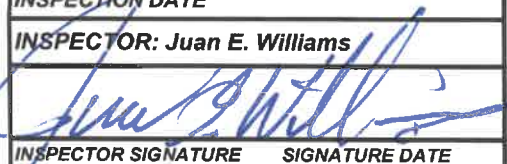
ATTACHMENT

Cc: Dr. Alan Cox, Executive Director of Schools (with attachments)

"Our Hands Keep Their Minds Working"
Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
(850) 617-1838 Fax (850) 617-1800

www.kscodeenforcement@leonschools.net

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information."

8/19/2019						LCS Administration Building				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						2757 West Pensacola Street				
INSPECTOR SIGNATURE 						Tallahassee, Florida 32304				
SIGNATURE DATE				FACILITIES & CONSTRUCTION DEPARTMENT						
TYPE OF INSPECTION				3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER				
FIRE CASUALTY SANITATION				COMPREHENSIVE SAFETY INSPECTION		037-9001-900				
FISCAL YEAR: 2019-2020										
Item #	Building Number	Room Number	M O C	Deficiency Description and Corrective Action Required	# of Times Deficiency Previously Cited	Schedule for Correction No Later Than	Re-Inspection Correction Date	Site-Wide Building-Wide Exterior Campus or Portable	REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT	
1	0000	000	M	Finger Printing Portable, threshold needs adjustment for egress requirements.	4				Structural Department	
2	0000	000	O	Space heaters shall comply with Leon County Schools Policy on space heater usage and safety.	1			Site-Wide		
3	0001	000	O	Surge protectors must plug into a dedicated outlet, no piggybacking.	1			Building-Wide		
4	0001	000	C	(ADA)/Egress door hardware missing from required doors.	2			Building-Wide	SREF (5) 8(b)4. Capital Outlay	
5	0001	002	O	Housekeeping - Remove combustible materials from floor.	0					
6	0001	002 E	M	Emergency light inoperable.	1				Electrical Department	
7	0001	002E	M	Emergency light (outside) not working.	2				Electrical Department	
8	0001	003A	M	Emergency light not working.	2				Electrical Department	
9	0001	004	O	Remove storage from area.	0					
10	0004	000	M	Modify thresholds to comply with (ADA)/Egress requirements.	1			Building-Wide	Structural Department	
11	0004	000	M	(ADA)/Egress compliant door hardware shall be installed on all required doors.	1			Building-Wide	Structural Department	
12	0004	000	O	Label all cleaning bottles.	1			Building-Wide		
13	0004	009	M	Emergency light not working next to #04-009.	0				Electrical Department	
14	0004	028	O	Extension cord cannot be used as permanent power.	1					
15	0099	002	M	Modify threshold to meet (ADA)/Egress requirements.	1			Portable	Structural Department	
16	0099	011L	O	Hole in ceiling, replace ceiling tile.	0			Portable		
17	0099	151M	O	Hole in ceiling, replace ceiling tile.	0			Portable		
18	0099	151M	O	Hole in the ceiling.	1			Portable	Roofing Department	
19	0099	151M	O	Loose smoke detector.	1			Portable		

