



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 *J. W.*

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

Date: September 3, 2020

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)


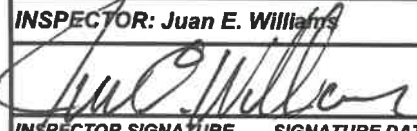
If you have any questions or comments regarding any items noted on this report, please feel free to contact **Mr. Juan E. Williams at the Code Enforcement Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.


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) 617-180 · Fax (850) 617-1790
www.lcscodeenforcement@leoncountryschools.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."

9/3/2020				 <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		LCS Administration Building				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						2757 West Pensacola Street				
 INSPECTOR SIGNATURE SIGNATURE DATE						Tallahassee, Florida 32304				
TYPE OF INSPECTION						F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021		037-9001-900				
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	O	Space heaters shall comply with Leon County Schools Policy on space heater usage and safety.	2			Site-Wide		
2	0000	000	M	Tripping Hazard - Expansion joint in concrete needs to be filled in. (front left side of Administration Building, outside corridor, next to building).	0				Structural Department	
3	0000	000	M	Replace sensor in light outside Eastside of building, light staying on in the daytime.	0				Electrical Department	
4	0001	000	O	Surge protectors must plug into a dedicated outlet, no piggybacking.	2			Building-Wide		
5	0001	000	C	(ADA)/Egress door hardware missing from required doors.	3			Building-Wide	SREF (5) 8(b)4. Capital Outlay	
6	0001	003B	M	Smoke detector needed in room used for storage.	0				Building Automation	
7	0001	004	O	Remove storage from area.	1					
8	0001	004	O	Pallet with water needs to be relocated, cannot block exit door.	0					
9	0001	008	O	Remove storage from Boiler Room.	0					
10	0002	011Z	O	Remove storage from closet with Electrical Panel Box.	0					
11	0004	000	C	(ADA)/Egress compliant door hardware shall be installed on all required doors.	2			Building-Wide	Structural Department	
12	0004	005	M	Shield needed on light in janitor closet.	0				Electrical Department	
13	0004	009	M	Emergency light not working next to #04-009.	1				Electrical Department	
14	0004	028	O	Extension cord cannot be used as permanent power.	2					
15	0004	028A	O	Temporary extension cords are not allowed as a permanent power supply.	0					
16	0004	050	M	Exit sign out in Emergency Mode next to #04-030A.	0				Electrical Department	

9/3/2020		 <p style="margin-top: 20px;">FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		LCS Administration Building					
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Juan E. Williams				2757 West Pensacola Street					
				Tallahassee, Florida 32304					
INSPECTOR SIGNATURE SIGNATURE DATE				F.I.S.H. NUMBER					
TYPE OF INSPECTION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021		037-9001-900					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION									
Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>	# 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	0099	151A	O	Electrical Panel Box will not open.	0			Portable	
2	0099	151F	O	No access.	0			Portable	
3	0099	151X	M	Exit light out in Emergency Mode.	0			Portable	
END OF SREF INSPECTION REPORT									
A re-inspection of the identified deficiencies will be preformed approximately _____ days subsequent of inspection date. Re-Inspection Date: _____									
The principal shall hold at least one (1) fire drill during each month, with an additional drill being held within the first 30 days of school. YES <input type="checkbox"/> NO <input type="checkbox"/>									
Reviewed Emergency Generator Report. YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Generator Report up-to-date as of SREF Inspection. YES <input type="checkbox"/> NO <input type="checkbox"/>									
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:									

X

Leon County
School/Site Administrator

9/22/2020