



# Memorandum

**To:** Ms. ShaRhonda Brown, Executive Assistant, Superintendent Rocky Hanna  
 Mr. Alvin "Butch" Watkins, Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

**From:** Mr. Mark A. Evans, Project Manager, Fire & Safety Inspector *ME*

**Through:** Mr. LaRoderick E. McQueen, Certified Building Official/Director *LE*

**Date:** May 30, 2023

**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. LySandra Black at [blackl@leonschools.net](mailto:blackl@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. Mark A. Evans at the Code Enforcement Department at (850) 617-1812 or email at [evansm5@leonschools.net](mailto:evansm5@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@leoncountyschools.net](http://www.lcscodeenforcement@leoncountyschools.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."*

05/25/2023				 FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303	<b>LCS Administration Building</b>				
INSPECTION DATE					SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Mark A. Evans					2757 West Pensacola Street				
					Tallahassee, Florida 32304				
INSPECTOR SIGNATURE      SIGNATURE DATE					F.I.S.H. NUMBER				
TYPE OF INSPECTION				037-9001-900					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2022-2023</b>					
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.	3			Site-Wide	
2	0000	000	O	Entrance/Exit door in front office is blocked.	0				
3	0000	000	O	Replace cracked light cover next to room 01-036.	0				
4	0000	000	O	All microwaves need to be plugged into a dedicated outlet.	0			Site Wide	
5	0000	000	O	All animals shall remain and confined in cages.	0				
6	0000	000	O	Remove non-approved furnitue that does not have NFPA label or certificate.	0				NFPA 101-10.3.2
7	0001	000	C	(ADA)/Egress door hardware missing from required doors.	4			Building-Wide	SREF (5) 8(b)4. Capital Outlay
8	0001	005A	M	Emergency exit light is inoperable.	0				Electrical Department
9	0001	008	O	Reduce storage. No chemicals are allowed in this area.	0				
10	0001	010	O	Replace and date water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
11	0001	018	O	Replace and date water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
12	0001	035	O	Replace and date water stained and/or broken ceiling tile(s) (x3).	0				SREF 5(2)(e)(8)j
13	0004	005	O	No access.	0				
14	0004	007B	O	Room is not designated storage on FISH report. Remove storage or add automatic initiation device.	0				


05/25/2023				 <b>LEON COUNTY SCHOOLS</b>	<b>LCS Administration Building</b>				
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15	0004	013A	O	Remove deodorizers. Deodorizers are not allowed.	0				SREF 5(16)(b)(2)(c)
16	0004	027A	O	Extension cords cannot be used as permanent power.	0				
17	0004	030A	O	Clean spider webs and light covers.	0				
18	0099	011A	O	Replace ceiling tile with hole.	1			Portable	
19	0099	011A	O	Improper use of extension cord.	1			Portable	
20	0099	011A	O	Provide and maintain an unobstructed access to the exit and/or emergency escape window.	0			Portable	
				<b>END OF SREF INSPECTION REPORT</b>					

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A re-inspection of the identified deficiencies will be performed approximately _____ days subsequent of inspection date. <b>Re-Inspection Date:</b> _____									
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. <div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">NO</div>									
Reviewed Emergency Generator Report. <div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">NO</div> Emergency Generator Report up-to-date as of SREF Inspection. <div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">NO</div>									
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:									

X Sha'Rhonda L. Brown

Leon County  
School/Site Administrator

05/25/2023		  <b>LEON COUNTY SCHOOLS</b>  FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303  <b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2021-2022</b>		<b>LCS Administration Building</b>	
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1	0099	011A	O	Replace ceiling tile with hole.	1			Portable	
2	0099	011A	O	Improper use of extension cord.	1			Portable	
3	0099	011A	O	Provide and maintain an unobstructed access to the exit and/or emergency escape window.	0			Portable	
<b>END OF SREF INSPECTION REPORT</b>									

A re-inspection of the identified deficiencies will be performed 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 ☐      NO ☐

Reviewed Emergency Generator Report.      YES ☐      NO ☐      Emergency Generator Report up-to-date as of SREF Inspection.      YES ☐      NO ☐

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



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1	0099	151	O	NO DEFICIENCIES FOUND	0			Portable	
<b>END OF SREF INSPECTION REPORT</b>									

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 ☐      NO ☐

Reviewed Emergency Generator Report.      YES ☐      NO ☐      Emergency Generator Report up-to-date as of SREF Inspection.      YES ☐      NO ☐

Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:

**X** Sharrhonda L. Brown

Leon County  
School/Site Administrator