




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 

Through: Mr. LaRoderick E. McQueen, Building Official

Date: July 17, 2021

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)


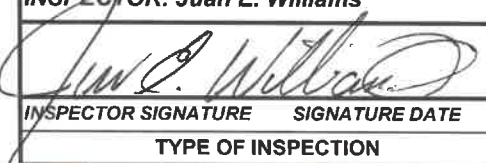
"Our Hands Keep Their Minds Working"


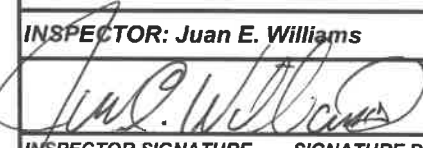
Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138

(850) 617-180 · Fax (850) 617-1790

www.lcscodeenforcement@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."

7/17/2021				 <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				
						Tallahassee, Florida 32304				
INSPECTOR SIGNATURE SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				COMPREHENSIVE SAFETY INSPECTION		037-9001-900				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				FISCAL YEAR: 2021-2022						
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	0001	000	C	(ADA)/Egress door hardware missing from required doors.	4			Building-Wide	SREF (5) 8(b)4. Capital Outlay	
3	0001	002	O	Water hose needs to be kept organized at all times to avoid trip/fall hazard.	0					
4	0001	008	M	Boiler certificate expired.	0				HVAC	
5	0001	008	O	Reduce storage. No chemicals are allowed in this area.	0					
6	0001	008	O	Remove old storage items from outside of room.	0					
7	0001	025	M	Emergency light out.	0				Electrical Department	
8	0001	046	O	Fire extinguisher low on fuel, replace with spare.	0					
9	0004	0001	O	Remove furniture from corridor.	0					
10	0004	0005	O	Replace missing ceiling tile outside of #04-005.	0					
11	0099	011A	O	Replace ceiling tile with hole.	0			Portable		
12	0099	011A	O	Improper use of extension cord.	0			Portable		
13	0099	151W	M	Exit light out at exterior door.	0			Portable	Electrical Department	
14	0099	151X	M	Improper termination of power lines going to mini-split A/C unit on East side of building.	0			Portable	Electrical Department	

7/17/2021		 <p style="margin-top: 20px;">FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022</p>		LCS Administration Building				
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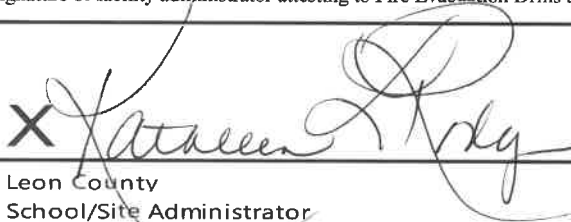
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2	0099	011A	O	Improper use of extension cord.	0			Portable	
3	0099	151W	M	Exit light out at exterior door.	0			Portable	Electrical Department
4	0099	151X	M	Improper termination of power lines going to mini-split A/C unit on East side of building.	0			Portable	Electrical Department
5	0099	151Z	M	Emergency light out at exterior door.	0			Portable	Electrical Department
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 ☐ 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:

 11/9/2021

Leon County
School/Site Administrator

7/17/2021		 LEON COUNTY SCHOOLS		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					
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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: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px 10px;">YES</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>				
Reviewed Emergency Generator Report.					<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px 10px;">YES</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>				
					Emergency Generator Report up-to-date as of SREF Inspection.				
					<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px 10px;">YES</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>				
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

11/9/2021