

Memorandum

To: Ms. Jennifer Ricardo, Principal, Apalachee Elementary
 Ms. Nikki Bradley, Assistant Principal, Apalachee Elementary
 Mr. Alvin "Butch" Watkins, Director of Maintenance
 Mr. Danny Allbritton, Director of Construction

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

Through: Mr. LaRoderick E. McQueen, Building Official *L.E.McQ.*

Date: April 26, 2019

Subject: SREF Inspection for Apalachee Elementary School

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. Work orders should be generated addressing each deficient item. 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 or through work order submission to the Maintenance Department. These items need to be corrected within the proposed time allotment, prior to the follow-up inspection.
- Line items with a C (Construction) 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 Building Code Enforcement Office. 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. Girssom at grissomd@leonschools.net or fax the report to (850) 617-1790, to her attention.

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

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 and Compliance Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT



Cc: Ms. Susan "Sue" Krual, Director of Elementary Schools (with Attachments)


"Our Hands Keep Their Minds Working"

Building Code and Permitting Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
 (850) 617-1838 · Fax (850) 617-1790


www.leon.k12.fl.us



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

4/26/2019				Apalachee Elementary School SCHOOL/ FACILITY/CAMPUS					
INSPECTION DATE				850 Trojan Trail					
INSPECTOR: Juan E. Williams				Tallahassee, Florida 32311					
 INSPECTOR SIGNATURE SIGNATURE DATE									
TYPE OF INSPECTION		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		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: 2018-2019		037-0441-044					
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	Exterior doors missing closers.	2			Site Wide	Structural Department
2	0000	000	M	Wood ramps going to portables are rotten with damaged wood, splintered handrails and exposed nails.	2			Site Wide	Structural Department
3	0000	000	O	Rake fall surfaces on all playgrounds daily.	1			Campus	
4	0000	000	O	Drinking water fountains are required to cleaned regularly.	3				
5	0000	000	O	Air fresheners, deodorizers, and plug-ins are not permitted on campus per SREF.	1				
6	0000	000	M	Fire alarm devices are not installed per NFPA 72. This is a pre-existing condition and should be itemized and noted on the annual fire alarm inspection report.	1			Site Wide	Systems Department
7	0000	000	O	After market furniture and pillows need to have labels designating material meets NFPA standards.	1			Site Wide	
8	0000	000	C	Portables on site for four (4) or more years are required by SREF to have covered walkway.	1				SREF 5 (14)(b) 3.a
9	0001	000	O	Remove combustibles hanging from ceiling in Building 1.	2			Building Wide	
10	0001	000	O	Remove combustibles hanging from ceiling in corridors.	1			Building Wide	
11	0001	106C	O	No access.	0				
12	0001	106U	O	Ceiling tiles missing - replace and date.	0				
13	0001	108	M	F.I.S.H. number needed.	0				Sign Shop
14	0001	108	M	Escutcheon plate needed on sprinkler head.	0				EH&S
15	0001	109	M	Multiple FISH numbers are missing in this area.	1				Sign Shop
16	0001	110	O	Remove combustibles hanging from ceiling.	0				
17	0001	115	M	F.I.S.H. number needed at door.	0				Sign Shop

4/26/2019				Apalachee Elementary School	
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS	
INSPECTOR: Juan E. Williams				850 Trojan Trail	
				Tallahassee, Florida 32311	
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT	
TYPE OF INSPECTION		3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER	
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		COMPREHENSIVE SAFETY INSPECTION		037-0441-044	
FISCAL YEAR: 2018-2019					

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
18	0001	120	O	Remove combustibles hanging from ceiling.	0				
19	0001	124B	O	Remove storage from the electrical room.	2				
20	0001	127	O	Escutcheon plate needed on sprinklers in corridor 01-127 thru 01-801.	0				
21	0001	134	O	No access.	0				
22	0001	134	O	Housekeeping - clear combustibles from floor.	0				
23	0001	143	O	Pest Control needed.	0				
24	0001	144	O	No access.	0				
25	0001	146	O	Remove excessive storage from Electrical Room. (hazard)	0				
26	0001	146	O	Clean ventilation vent outside of door.	0				
27	0002	000	O	All fencing around Mechanical Unit needs to be locked.	0				
28	0002	201E	M	Replace dryer vent from plastic to flexible steel.	0				Electrical Department
29	0002	202	O	All open sockets in Pre-K Rooms need covers on open sockets.	0				
30	0002	205	M	Seal penetrations					
31	0003	303A	O	Remove combustible shelf from Kiln Room	0				
32	0003	304	M	Repair hole in wall.	0				Structural Department
33	0003	308	O	Extension cords cannot be used as a permanent source of power.	0				
34	0004	407	M	Handicap Button at 04-407 inoperable.	0				Electrical Department
35	0005	501	M	Repair hole in flammable storage wall.	0				Structural Department

4/26/2019				Apalachee Elementary School					
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Juan E. Williams				850 Trojan Trail Tallahassee, Florida 32311					
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303					
TYPE OF INSPECTION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019		F.I.S.H. NUMBER 037-0441-044					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION									
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
36	0005	501	M	Replace sign on door.	0				Sign Shop
37	0006	000	O	Remove wooden/plastic chocks from corridor/rated doors.	2				
38	0006	000	O	Remove storage blocking ADA ramp to stage.	1				
39	0006	000	M	Dumpsters do not have fencing or a gate limiting access to "Authorized Personnel Only".	1				Grounds Department
40	0006	002B	O	Keep access to stage clear at all times.	0				
41	0007	003	M	F.I.S.H. number needed.	0				Sign Shop
42	0007	004	O	Move excessive amount of paint into flammable storage unit.	0				
43	0007	007	M	Replace F.I.S.H. number on door.	0				Sign Shop
44	0007	701	M	F.I.S.H. number needed.	0				Sign Shop
45	0099	333	O	Keep both exits clear at all times.	2			Portable	
46	0099	333	M	Stairs are rotten and no skid is damaged.	2			Portable	Structural Department
47	0099	333	M	Entry/exit doors are slamming closed.	1			Portable	Structural Department
48	0099	333	O	Light fixture in bathroom is missing cover.	1			Portable	
49	0099	333	O	Shields on light fixtures needed.	0			Portable	
50	0099	333	M	Adjustment needed to prevent door from slamming.	0			Portable	Structural Department
51	0099	333	M	Playground next to 99-333 is not accessible.	0			Portable	
52	0099	516	O	Call Box records wrong class room number.	0			Portable	Building Automation
53	0099	516	M	Exit sign inoperable.	0			Portable	Electrical Department

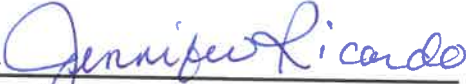
4/26/2019		 LEON COUNTY SCHOOLS		Apalachee Elementary School	
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS	
INSPECTOR: Juan E. Williams				850 Trojan Trail	
INSPECTOR SIGNATURE 				Tallahassee, Florida 32311	
SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019		F.I.S.H. NUMBER	
TYPE OF INSPECTION				037-0441-044	
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION					

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
54	0099	517	M	Ceiling near bathroom appears separated needs to be repaired.	2			Portable	Structural Department
55	0099	517	M	Repair/replace torn carpet.	0			Portable	Structural Department
56	0099	517	M	Repair hard ceiling at secondary door that has visible water damage.	1			Portable	Structural Department
57	0099	517	M	Multiple locations in ceiling are wet and rotted.	1			Portable	Roofing Department
58	0099	517	M	Top rail on ramp is splintered and damaged in several locations with exposed nails.	1			Portable	Structural Department
END OF SREF INSPECTION REPORT									



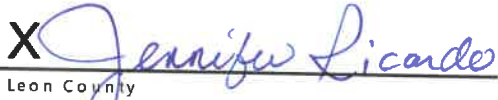
A re-inspection of the identified deficiencies will be preformed approximately 60-90 days subsequent of inspection date. Re-Inspection Date: _____


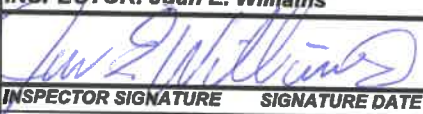

The principal shall hold at least one (1) fire drill during each month, with an additional drill being held within the first 30 days of school.
☐ YES
 ☐ NO



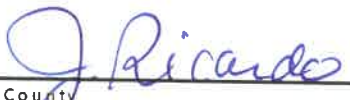
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: Date of Acknowledgement: _____

X


Leon County
School Site Administrator

4/26/2019				 LEON COUNTY SCHOOLS		Apalachee Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						850 Trojan Trail				
INSPECTOR SIGNATURE 						Tallahassee, Florida 32311				
SIGNATURE DATE				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 20118-2019		F.I.S.H. NUMBER				
TYPE OF INSPECTION						037-0441-044				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION										
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	0099	516	O	Call Box records wrong class room number.	0			Portable	Building Automation	
2	0099	516	M	Exit sign inoperable.	0			Portable	Electrical Department	
END OF SREF INSPECTION REPORT										
A re-inspection of the identified deficiencies will be preformed approximately 60-90 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. <input type="checkbox"/> YES <input type="checkbox"/> NO 										
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: Date of Acknowledgement: _____										
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div>  Leon County School/Site Administrator </div> </div>										

4/26/2019		 LEON COUNTY SCHOOLS		Apalachee Elementary School					
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: <i>Juan E. Williams</i>				850 Trojan Trail					
 INSPECTOR SIGNATURE SIGNATURE DATE				Tallahassee, Florida 32311					
TYPE OF INSPECTION		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		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: 20118-2019		037-0441-044					
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	0099	517	M	Ceiling near bathroom appears separated needs to be repaired.	2			Portable	Structural Department
2	0099	517	M	Repair/replace torn carpet.	0			Portable	Structural Department
3	0099	517	M	Repair hard ceiling at secondary door that has visible water damage.	1			Portable	Structural Department
4	0099	517	M	Multiple locations in ceiling are wet and rotted.	1			Portable	Roofing Department
5	0099	517	M	Top rail on ramp is splintered and damaged in several locations with exposed nails.	1			Portable	Structural Department
				END OF SREF INSPECTION REPORT					
A re-inspection of the identified deficiencies will be performed approximately 60-90 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			
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: Date of Acknowledgement: _____									
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div style="flex-grow: 1;">  Leon County School Site Administrator </div> </div>									

4/26/2019		 LEON COUNTY SCHOOLS		Apalachee Elementary School					
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Juan E. Williams				850 Trojan Trail					
 INSPECTOR SIGNATURE SIGNATURE DATE				Tallahassee, Florida 32311					
		F.I.S.H. NUMBER							
TYPE OF INSPECTION		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 20118-2019		037-0441-044					
<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	333	O	Keep both exits clear at all times.	2			Portable	
2	0099	333	M	Stairs are rotten and no skid is damaged.	2			Portable	Structural Department
3	0099	333	M	Entry/exit doors are slamming closed.	1			Portable	Structural Department
4	0099	333	O	Light fixture in bathroom is missing cover.	1			Portable	
5	0099	333	O	Shields on light fixtures needed.	0			Portable	
6	0099	333	M	Adjustment needed to prevent door from slamming.	0			Portable	Structural Department
7	0099	333	M	Playground next to 99-333 is not accessible.	0			Portable	
END OF SREF INSPECTION REPORT									
A re-inspection of the identified deficiencies will be performed approximately 60-90 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.					<input type="checkbox"/> YES		<input type="checkbox"/> NO		
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:					Date of Acknowledgement: _____				
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div>  Leon County School/Site Administrator </div> </div>									