



Memorandum

To: Ms. Jennifer Ricardo, Principal, Apalachee Tapestry Magnet School of Arts
 Ms. Nikki Bradley, Assistant Principal, Apalachee Tapestry Magnet School of Arts
 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 *LM*

Date: October 9, 2019

Subject: SREF Inspection for Apalachee Tapestry Magnet School of Arts

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 and Compliance Department. Please initial and date the line items under your area of responsibility on the provided report to confirm completion. You may email Ms. Deaneira S. Grissom 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.

*****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 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 Kraul, Director of Elementary Schools (with attachments)


"Our Hands Keep Their Minds Working"


Code Enforcement and Compliance Department & Small Business Enterprise- 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
 (850) 617-1838 · Fax (850) 617-1790

www.lcscodeenforcement@leoncountyschools.net

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10/9/2019				 <p>LEON COUNTY SCHOOLS</p> <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2019-2020</p>		Apalachee Elementary School SCHOOL/ FACILITY/CAMPUS Trojan Trail Tallahassee, Florida 32311				
INSPECTION DATE										
INSPECTOR: Juan E. Williams										
INSPECTOR SIGNATURE  SIGNATURE DATE										
TYPE OF INSPECTION				F.I.S.H. NUMBER						
FIRE CASUALTY SANITATION <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				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	O	Rake fall surfaces on all playgrounds daily.	2			Campus		
2	0000	000	O	Drinking water fountains are required to be cleaned regularly.	4					
3	0000	000	O	Air fresheners, deodorizers, and plug-ins are not permitted on campus per SREF.	2					
4	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.	2			Site Wide	Systems Department	
5	0000	000	O	After market furniture and pillows need to have labels designating material meets NFPA standards.	2			Site Wide		
6	0000	000	C	Portables on site for four (4) or more years are required by SREF to have covered walkway.	2				SREF 5 (14)(b) 3.a	
7	0001	103	M	Trip/fall hazard - Several snags in carpet around floor outlet.	0				Structural Department	
8	0001	108	O	Replace missing ceiling tile.	0					
9	0001	117	O	Investigate leak, replace and date stained ceiling tile.	0					
10	0001	119A	M	F.I.S.H. number needed.	0				Sign Shop	
11	0001	120A	M	F.I.S.H. number needed.	0				Sign Shop	
12	0001	122	O	Tissue holder in bathroom stall is off the wall - replace.	0					
13	0001	146	O	Reduce the amount of storage in the Electrical Room.	0					
14	0002	000	O	All fencing around Mechanical Unit needs to be locked.	1					
15	0002	201	M	F.A. Manual Pull Station needs cover (Pre-K room).	0				Building Automation	
16	0002	201E	M	Replace dryer vent from plastic to flexible steel.	1				Electrical Department	

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TYPE OF INSPECTION						F.I.S.H. NUMBER				
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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	
17	0002	202	O	All open sockets in Pre-K Rooms need covers on open sockets.	1					
18	0003	000	M	Sensor detection device for outside lights needs to be remounted and tape taken off causing lights to stay on during the daytime.	0				Building Automation	
19	0003	303A	O	Investigate leak, replace and date stain in ceiling tile in Kiln Room.	0					
20	0003	306	M	Paint peeling off wall.	0				Paint Shop	
21	0003	306	O	Keep Emergency Escape Window clear at all times.	0					
22	0004	000	O	Pressure wash all exterior side of doors. Door have mildew building up on them.	0					
23	0004	000	O	Water faucet on West side of building leaking.	0					
24	0004	403	M	Label Fire Escape Window.	0				Sign Shop	
25	0004	407	M	Handicap Button at 04-407 inoperable.	1				Electrical Department	
26	0004	407	M	Label Fire Escape.	0				Sign Shop	
27	0004	408	M	Seal penetration around duct work needed.	0				Structural Department	
28	0005	501	M	Repair hole in flammable storage wall.	1				Structural Department	
29	0006	000	O	Remove wooden/plastic chocks from corridor/rated doors.	3					
30	0006	000	O	All doors on stage shall have F.I.S.H. numbers attached.	0				Sign Shop	
31	0006	002C	O	Housekeeping - Keep area clean and clear of combustibles items at all times.	0					
32	0006	004	O	Housekeeping - Keep area clean and clear of combustibles items at all times.	0					
33	0006	014	M	Bottom gasket on freezer is missing - replace.	0				Central Kitchen	
34	0006	700	O	Flooring shall be kept clean at all times.	0					

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Item #	Building Number	Room Number												
35	0006	922	M			Floor transition cap on edge of stage (next to drop off) is coming apart - repair.				0				
36	0007	004	O			Move excessive amount of paint into flammable storage unit.				1				
37	0007	707	M			F.I.S.H. #07-007 missing.				0				
38	0099	333	O			Portable is not currently being used. A Life Safety Inspection needs to be done prior to student occupancy.				0			Portable	Sign Shop
END OF SREF INSPECTION REPORT														
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 J. Ricardo

Leon County
School/Site Administrator