





Memorandum

To: Ms. Jennifer Ricardo, Principal, Apalachee Tapestry Magnet School of Arts
Dr. Yvonne Jones, 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 

Through: Mr. LaRoderick E. McQueen, Building Official 

Date: February 1, 2021

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. Deanetra 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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| 2/2/2021 | | | |  <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021</p> | | Apalachee Elementary School SCHOOL/ FACILITY/CAMPUS 850 Trojan Trail Tallahassee, Florida 32311 | | | | |
|--|-----------------|-------------|-------------|--|--|--|-------------------------------|---|---|--|
| INSPECTION DATE | | | | | | | | | | |
| INSPECTOR: Juan E. Williams | | | | | | | | | | |
|  INSPECTOR SIGNATURE SIGNATURE DATE | | | | | | | | | | |
| TYPE OF INSPECTION | | | | F.I.S.H. NUMBER | | | | | | |
| <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION | | | | 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 weekly. | 3 | | | Campus | | |
| 2 | 0000 | 000 | O | Air fresheners, deodorizers, and plug-ins are not permitted on campus per SREF. | 3 | | | | | |
| 3 | 0000 | 000 | C | Portables on site for four (4) or more years are required by SREF to have covered walkway. | 3 | | | | SREF 5 (14)(b) 3.a | |
| 4 | 0001 | 000 | O | Remove combustible material from ceiling. | 0 | | | | | |
| 5 | 0001 | 000 | O | All open electrical sockets need covers in Pre-K rooms. | 0 | | | | | |
| 6 | 0001 | 101 | M | Fire Alarm in Trouble Mode. | 0 | | | | Building Automation | |
| 7 | 0001 | 103 | M | Trip/fall hazard - Several snags in carpet around floor outlet. | 1 | | | | Structural Department | |
| 8 | 0001 | 108 | O | Replace missing ceiling tile. | 1 | | | | | |
| 9 | 000 | 109 | M | Adjustment needed to slamming exterior door. | 0 | | | | Structural Department | |
| 10 | 0001 | 117 | O | Investigate leak, replace and date stained ceiling tile. | 2 | | | | | |
| 11 | 0001 | 119A | M | F.I.S.H. number needed. | 1 | | | | Sign Shop | |
| 12 | 0001 | 120A | M | F.I.S.H. number needed. | 1 | | | | Sign Shop | |
| 13 | 0001 | 122 | O | Tissue holder in bathroom stall is off the wall - replace. | 1 | | | | | |
| 14 | 0001 | 135 | O | Festive lighting is only temporary for 60 days. | 0 | | | | | |
| 15 | 0001 | 142 | M | Escutcheon missing on sprinkler head. | 0 | | | | EH&S | |

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|--|--|--|--|---|--|------------------------------------|--|--|--|--|
| 2/2/2021 | | | |  LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 | | Apalachee Elementary School | | | | |
| INSPECTION DATE | | | | | | SCHOOL/ FACILITY/CAMPUS | | | | |
| INSPECTOR: Juan E. Williams | | | | | | 850 Trojan Trail | | | | |
| | | | | | | Tallahassee, Florida 32311 | | | | |
| INSPECTOR SIGNATURE SIGNATURE DATE | | | | | | 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 | | | | COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021 | | | | | | |

| 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 |
|-------------------------------|-----------------|-------------|-------------|---|--|---------------------------------------|-------------------------------|---|---|
| 16 | 0001 | 146 | O | Reduce the amount of storage in the Electrical Room. | 1 | | | | |
| 17 | 0001 | 147 | M | "Fire Sprinkler Room" sign needed. | 0 | | | | Sign Shop |
| 18 | 0002 | 000 | O | All fencing around Mechanical Unit needs to be locked. | 2 | | | | |
| 19 | 0002 | 202 | O | All open sockets in Pre-K Rooms need covers on open sockets. | 2 | | | | |
| 20 | 0003 | 304 | M | Adjustment needed to slamming door. | 0 | | | | Structural Department |
| 21 | 0003 | 306 | O | Keep Emergency Escape Window clear at all times. | 1 | | | | |
| 22 | 0003 | 309 | M | Repair gutter downspout outside of #03-309. | 0 | | | | Structural Department |
| 23 | 0003 | 309 | M | Verify if hot water heater is operating, if not remove or replace. | 0 | | | | Plumbing Department |
| 24 | 0004 | 000 | O | Pressure wash all exterior side of doors. Door have mildew building up on them. | 1 | | | | |
| 25 | 0004 | 402 | O | Blocked fire escape. | 0 | | | | |
| 26 | 0004 | 402 | O | Temporary extension cords are not allowed. All plugs shall be plugged into a dedicated permanent power source. (orange) | 0 | | | | |
| 27 | 0005 | 501 | M | Flammable storage missing ceiling. | 0 | | | | Structural Department |
| 28 | 0006 | 000 | O | Remove wooden/plastic chocks from corridor/rated doors. | 4 | | | | |
| 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. | | | | | <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> | | | | |

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|---|-----------------|--|--|---|---|
| 2/2/2021 | |  LEON COUNTY SCHOOLS | | <i>Apalachee Elementary School</i> | |
| 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 | | 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 | | COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021 | | | |
| 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 | |
| Reviewed Emergency Generator Report. | | | <input type="text" value="YES"/> <input type="text" value="NO"/> | Emergency Generator Report up-to-date as of SREF Inspection. | |
| | | | <input type="text" value="YES"/> <input type="text" value="NO"/> | | |
| Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: | | | | | |



 Leon County
 School/Site Administrator