



Memorandum

To: Mrs. Tiffany Williams, 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 *J.E.W.*

Through: Mr. LaRoderick E. McQueen, Building Official *LMcQ*

Date: October 4, 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: Mr. William "Billy" Epting, 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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10/4/2021				 <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022</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	0000	000	O	All rooms need to be clearly labeled with F.I.S.H. numbers. Multiple place cards are missing throughout school.	0			Site Wide		
5	0000	000	M	Hole in wheelchair access to playground outside Building #7 creating tripping hazard.	0				Structural Department	
6	0000	000	M	6' Fence near basketball court, next to Parent Pick-up, is coming loose from railings.	0				Structural Department	
7	0001	000	O	Remove combustible material from ceiling.	0					
8	0001	000	O	All open electrical sockets need covers in Pre-K rooms.	0					
9	0001	101K	M	Replace missing men's bathroom sign.	0				Sign Shop	
10	0001	101R	M	Replace missing handle on fire extinguisher cabinet.	0				Structural Department	
11	0001	102	O	Combustible items are not allowed to be hung from ceiling in building with fire sprinklers.	0					
12	0001	109	O	Combustible items are not allowed to be hung from ceiling in building with fire sprinklers.	0					
13	0001	111	O	All open electrical sockets need covers.	0					
14	0001	112	O	18" clearance needed at sprinkler head.	0					
15	0001	113	M	Label Fire Riser Room door.	0				Sign Shop	

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INSPECTION DATE										
INSPECTOR: Juan E. Williams										
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: 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	
16	0001	114	O	Replace stained ceiling tile.	0					
17	0001	135	O	Inside door handle sticking in the open position, try to repair with lubricate.	0					
18	0001	138	O	Festive lighting is temporary and shall not be hung for more than 60 days.	0					
19	0001	146	O	Reduce the amount of storage in the Electrical Room.	1					
20	0001	141	M	Seal conduit over door from the inside. (rated Room)	0				Structural Department	
21	0001	146	O	Remove storage items from room.	0					
22	0002	000	O	All fencing around Mechanical Unit needs to be locked.	2					
23	0002	202	O	All open sockets in Pre-K Rooms need covers on open sockets.	2					
24	0003	000	M	Cleanout cap missing southside of #03 (either 1 1/2" or 2" cap required).	0				Plumbing Department	
25	0003	304	O	Soap dispenser inoperable, repair and fill.	0					
26	0004	404	M	Cleanout caps in corridor create tripping hazards, bed around caps with smooth concrete.	0				Structural Department	
27	0004	407	M	Replace electrical outlet cover under window.	0				Electrical Department	
28	0006	002C	O	Replace stained ceiling tile.	0					
29	0007	004	O	Remove spider webs.	0					
30	0007	006	M	A/C drain pan full of water.	0				HVAC	

10/4/2021		 LEON COUNTY SCHOOLS		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 037-0441-044					
TYPE OF INSPECTION									
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		COMPREHENSIVE SAFETY INSPECTION 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
31	0099	516A	O	Cover needed for light in bathroom.	0			Portable	
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.					<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">YES <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">NO</div> </div>				
Reviewed Emergency Generator Report.					<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">YES <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">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;">YES <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">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