



Memorandum

To: Ms. Connie Harrell, Equity & Diversity
Mr. Steve Shelton, Director of Maintenance
Mr. Danny Allbritton, Director of Construction

From: Mr. Lorenzo Hillman, Coordinator, Fire & Safety Inspections *LH*

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

Date: June 8, 2016

Subject: SREF Inspection for 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. 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. Elishia Golden at goldene2@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. Lorenzo Hillman at the Building Code Enforcement Office at (850) 617-1814**. Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc: Dr. Randy Pridgeon, Divisional Director (with attachments)
Mr. Ronnie Youngblood, Divisional Director (with attachments)
Mr. Jim Connell, Chief, Construction/Facilities

"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), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information."

Prepared By: Elishia Golden

5/25/16

INSPECTION DATE

INSPECTOR SIGNATURE

TYPE OF INSPECTION

☒ FIRE
 ☒ CASUALTY
 ☒ SANITATION


LEON COUNTY SCHOOLS
 FACILITIES & CONSTRUCTION DEPARTMENT
 3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION
 FISCAL YEAR: 2015-2016

Administration-

SCHOOL/FACILITY/CAMPUS

2757 West Pensacola St.

Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

Deficiency Description and Corrective Action Required

Building#	Room#	M O C	Deficiency Description and Corrective Action Required	Number of times Deficiency Cited Before	Schedule for Correction NLT	REMARKS
0000	000	M	Finger Printing Portable threshold needs adjustment for egress requirements. SREF 5 (8)(2)(B)	1		
0000	000	M	Finger Printing Portable 4. Repair rotted and or splintered wood. SREF 5 (2)(e) (8) (U)			
0001	002	M	Light is not operating correctly, please repair light. SREF5 (17)(a)			
0001	006	M	Exhaust fan is not operating.			
0001	006	O	Improper use of an extension cord. NFPA 1-11.7.6	1		
0001	006	O	Install and or replace broken/missing ceiling tile/tiles. SREF 5 (2) (e) (8) (f)	1		
0001	006	O	Storage in boiler room is prohibited. SREF 5 (10) (e)	1		
0001	008	M	No current state certification on boiler.	1		
0001	008	M	Install rated access panel in Boiler room.			
0001	008	M	Seal penetrations in rated ceiling and or walls. SREF 5 (9) (a)			
0001	008	C	Boiler room shall have only equipment necessary for the operation of the boiler. SREF 5 (13) (e)			
0001	0008	M	Receptacles shall be identified as GFCI's.			
0001	000	C	ADA/FBC door hardware shall be installed FBC-A-309.4 and SREF (5) 8(b)4			
0001	000	M	Install ADA/FISH sign. SREF 5 (10)(X)(2) and (5)			
0001	010	M	Emergency Light is not operating correctly, please repair light. SREF5 (17)(a)			
0001	013	M	Panelboard cover will not open due to HVAC pipe.			
0001	029	M	Remove obstructions from means of egress corridor to maintain clear width. NFPA 101-7.1.10.2			
0001	029-A	O	Replace water stained ceiling tile(s). SREF 5 (2) (e) (8) i			
0001	029-A	M	Investigate leak in ceiling. SREF 5 (2)(e)(8)			
0001	030	M	Investigate leak in ceiling. SREF 5 (2)(e)(8)			
0001	030-A	O	No Access			

The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Date 6-8-16

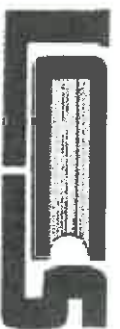
For Miss Commie

5/25/16

INSPECTION DATE

INSPECTOR SIGNATURE

TYPE OF INSPECTION

☒ FIRE
 ☒ CASUALTY
 ☒ SANITATION


LEON COUNTY SCHOOLS

 FACILITIES & CONSTRUCTION DEPARTMENT
 3420 W. THARPE ST., TALLAHASSEE, FL 32303

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F.I.S.H. NUMBER

037-9001-900

Building# Room# M O C Deficiency Description and Corrective Action Required

Building#	Room#	M	O	C	Deficiency Description and Corrective Action Required	Number of times Deficiency Cited Before	Schedule for Correction NLT	REMARKS
0001	030-E		O		No access.			
0001	035		M		Investigate leak in ceiling. SREF 5 (2)(e)(8))			
0001	035		M		Investigate mold.			
0001	035		O		Replace water stained ceiling tile(s). SREF 5 (2) (e) (8))			
0001	031		M		Install exit lights in suite.			
0001	044		M		Door will open due to storage.			
0001	052		M		Repair Drinking Fountain. SREF 5 (2)(e)(8)(i)			
0001	054		M		Repair damaged raceway. SREF 5(2)(e)(8)(i)			
0003	000		M		Flammable storage building, no fire alarm equipment in installed.			
0004	001		M		Exterior door thresholds shall be one-half inch or less in height. SREF 5 (8)(5)			
0004	001		C		ADA/FBC door hardware shall be installed FBC-A-309.4 and SREF (5) 8(b)4			
0004	0003		M		Install fire alarm notification device. SREF 5(1)(a), 69A-58.005			
0004	003-B		O		The space heater does not have the proper safety features.			
0004	004		M		Repair the exit sign. SREF 5 (17)(a)			
0004	005		M		Repair Drinking Fountain. SREF 5 (2)(e)(8)(i)	1		
0004	009		M		Add door hold open device to corridor doors.	2		

The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Date

INSPECTION DATE

INSPECTOR SIGNATURE _____

TYPE OF INSPECTION

☒ FIRE ☒ CASUALTY ☒ SANITATION



LEON COUNTY SCHOOLS

FACILITIES & CONSTRUCTION DEPARTMENT
3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION
FISCAL YEAR: 2015-2016

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SCHOOL/FACILITY/CAMPUS

2757 West Pensacola St.
Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

Building#	Room#	M	Deficiency Description and Corrective Action Required
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Number of times Deficiency Cited Before	Schedule for Correction NLT	REMARKS
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0051	000	M	Conduit is not installed properly. Conduit is damaged with exposed conductors. Please repair.

0051	061	M	Repair rotted and or splintered wood. SREF 5 (2)(e) (8) (J)
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0051	061	IM	Protruding fasteners. SREF 5(6)(7)(f)
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The principal shall hold at least one (1) emergency drill during each month, with an additional drill being held within the first 30 days of school

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COMPREHENSIVE SAFETY INSPECTION
 FISCAL YEAR: 2015-2016

Administration-

SCHOOL/FACILITY/CAMPUS

 2757 West Pensacola St.
 Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

Building#

Room#

M
O
C

Deficiency Description and Corrective Action Required

Number of
times
Deficiency
Cited BeforeSchedule for
Correction
NLT

REMARKS

0099

002

M

Install ADA/FISH sign. SREF 5 (10)(i)(2) and (5) Site-wide

Cited Before

PORTABLE

0099

002

M

Remove obsolete FISH sign. SREF 5(10)(i)(4)

0099

002

M

Emergency light outside of 99-002 is inoperable.

The principal shall hold at least one (1) emergency drill during each month, with an additional drill being held within the first 30 days of school.

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Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

Building# Room#

M
O
C

Deficiency Description and Corrective Action Required

0099 008 M

No fire alarm equipment is present in portable.

Number of
times
Deficiency
Cited Before

Schedule for
Correction
NLT

REMARKS

PORTABLE

The principal shall hold at least one (1) emergency drill during each month, with an additional drill being held within the first 30 days of school.

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Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

Building#

Room#

M
O
C

Deficiency Description and Corrective Action Required

Number of
times
Deficiency
Cited BeforeSchedule for
Correction
NLT

REMARKS

0099 012 C Handrails are either missing or not in compliance with FBC/ADA code. FBC 1012/ SREF 5(10)(6)

0099 012 C Ramp does not comply with FBC-B-1010.4

0099 012-C M ADA/FBC door hardware shall be installed FBC-A-309.4 and SREF (5) 8(b)4

The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies


Date

INSPECTION DATE

INSPECTOR SIGNATURE

TYPE OF INSPECTION

<input checked="" type="checkbox"/>	FIRE	<input checked="" type="checkbox"/>	CASUALTY	<input checked="" type="checkbox"/>	SANITATION
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LEON COUNTY SCHOOLS

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COMPREHENSIVE SAFETY INSPECTION
FISCAL YEAR: 2015-2016

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Tallahassee, FL 32304

ADDRESS

F.I.S.H. NUMBER

037-9001-900

[illegible]

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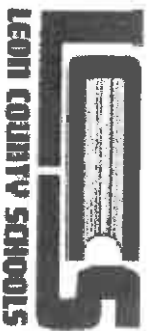
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037-9001-900

Building#

Room#

M
O
C

Deficiency Description and Corrective Action Required

Number of
times
Deficiency
Cited Before

Schedule for
Correction
NLT

REMARKS

0099 533 C Handrails are either missing or not in compliance with FBC/ADA code: FBC 1012/ SREF 5(10)(8)

0099 533 M Light is not operating correctly, please repair light. SREF 5 (17)(a)

0099 533 M Protuding fasteners. SREF 5(6)(7)(f)

1

PORTABLE

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