



Memorandum

To: 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 *LR*

Date: June 9, 2016

Subject: SREF Inspection for (Old) Belle Vue Middle School (Baseball Fields)

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

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Prepared By: Elishia Golden

