

# Memorandum

**To:** Ms. Gillian Gregory, Assistant Superintendent of Academics Services  
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:** August 23, 2021

**Subject:** SREF Inspection for Aquilina Howell 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. Deanetra S. Grissom at [grissomd@leonschools.net](mailto:grissomd@leonschools.net) or fax the report to (850) 617-1800, to her attention.

Please note a copy of this SREF inspection report will be forwarded to the Board and your Divisional Director.

If you have any questions or comments regarding any items noted on this report, please feel free to contact Mr. Juan E. Williams at the Code Enforcement and Compliance Department at (850) 617-1814 or email at [williamsj20@leonschools.net](mailto:williamsj20@leonschools.net). Thank you for your time and cooperation in this matter.

## ATTACHMENT





Cc: Mr. Alan Cox, Assistant Superintendent of School Management (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) 617-1800 · Fax (850) 617-1790

[www.lcscodeenforcement@leoncountyschools.net](http://www.lcscodeenforcement@leoncountyschools.net)

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8/23/2021		 <p>LEON COUNTY SCHOOLS</p>		<b>Aquilina Howell Building</b>	
<b>INSPECTION DATE</b>				<b>SCHOOL/ FACILITY/CAMPUS</b>	
<b>INSPECTOR: Juan E. Williams</b>					
				3955 West Pensacola Street Tallahassee, FL 32304	
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		<b>F.I.S.H. NUMBER</b>	
<b>TYPE OF INSPECTION</b>		<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2021-2022</b>		<b>037-9284-928</b>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> FIRE</div> <div style="text-align: center;"> CASUALTY</div> <div style="text-align: center;"> SANITATION</div> </div>					


  

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	Monthly inspection of fire extinguishers need to be done, tag initialed, and report sent to the District.	5				
2	0001	000	M	Sprinkler head clogged with dirt in stairwell across from elevator.	1				EH&S
3	0001	100B	O	Elevator Certification expired.	0				
4	0001	105	O	Remove large accumulation of spider webs outside of #01-105.	0				
5	0001	111	O	No storage is allowed within corridor - outside of room #111.	2				
6	0001	122A	O	Replace missing ceiling tile.	0				
7	0001	131	M	Replace cracked receptacle cover.	0				Electrical Department
8	0001	211	O	Water bottles need to be stacked properly and kept out of exit pathway.	0				
<b>END OF SREF INSPECTION REPORT</b>									

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. YES NO

Reviewed Emergency Generator Report. YES NO Emergency Generator Report up-to-date as of SREF Inspection. YES NO

8/23/2021		 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022</p>		Aquilina Howell Building						
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS						
INSPECTOR: Juan E. Williams										
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Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:


  
 Leon County  
 School/Site Administrator