

**To:** Shane Syfrett  
Mr. Ryan Peck, Interim Director of Maintenance  
Mr. Danny Allbritton, Director of Construction

**From:** Mr. LaRoderick E. McQueen, Certified Building Official / Divisional Director

**Date:** 05/30/2025

**Subject:** SREF Inspection Report – Aquilina Howell Center, 3955 West Pensacola Street, Tallahassee, FL 32304

Attached to this memorandum is the State Requirements for Educational Facilities (SREF) Inspection Report for the referenced facility. This report outlines identified deficiencies along with the corresponding corrective actions for the entire site. The “MOC” column within the report designates the responsible party for addressing each item as follows:

- **M (Maintenance):** These deficiencies are to be resolved by the Maintenance Department. Please do **not** submit work orders for items listed under this category. Upon completion of all related work, Code Enforcement staff must sign off to verify completion.
- **O (Operational):** Items in this category are the responsibility of site-based staff. These should be corrected within the allotted timeframe before the follow-up inspection.
- **C (Construction and Capital Outlay):** These deficiencies are to be addressed by the Construction/Facilities Department, or an appropriate corrective action plan should be developed.

**Please note:** Any duplicate/completed deficiencies listed on the attached report, please disregard.

Upon completion or development of a corrective action plan for the noted deficiencies, please submit notification to the Code Enforcement Department. Indicate completion by initialing and dating the line items you are responsible for on the provided report. Completed reports can be emailed to Mrs. Kathryn White at [kathryn.white@leonschools.net](mailto:kathryn.white@leonschools.net).

A copy of this SREF Inspection Report will also be forwarded to the Board.

**Please Note:**

Under **SREF Chapter 4, Section 4.4 (2)**, a separate inspection report has been provided for each portable classroom on your site. State requirements mandate that these individual reports be posted in a visible location within each respective portable.

If you have any questions or require clarification regarding any item in this report, please contact Mr. Richard Taylor at the Code Enforcement Department at (850) 617-1812 or via email at [richard.taylor@leonschools.net](mailto:richard.taylor@leonschools.net).


Thank you for your prompt attention and cooperation regarding this matter.

**Attachment**

**Cc:** Deana McAllister, Assistant Superintendent


2757 W. Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7100 • Fax (850) 414-5194 • [www.leonschools.net](http://www.leonschools.net)  
“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth

**“EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS”**

09/25/2024		 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		Aquilina Howell Building	
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS	
INSPECTOR: Richard Taylor					
				3955 West Pensacola Street Tallahassee, FL 32304	
INSPECTOR SIGNATURE      SIGNATURE DATE				F.I.S.H. NUMBER	
TYPE OF INSPECTION				037-9284-928	
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025			


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.	7			Site-Wide	
2	0000	000	O	Replace water stained and/or broken ceiling tile(s) above the main entrance/exit	1				SREF 5(2)(c)(8)j
3	0000	000	O	Remove deodorizers. Deodorizers are not allowed.	1				SREF 5(16)(b)(2)(c)j
4	0000	000	O	Grounds keeping work needed.	1				
5	0000	000	O	All water hoses need to be on reels when not in use.	1				
6	0000	000	M	Fence Southwest of property next to Brown's Moving Company needs repairing preventing access.	0				Grounds
7	0001	101A	O	Replace stained ceiling tile x1	0				SREF 5(2)(c)(8)j
8	0001	104	O	Seal penetrations in ceilings and/or walls.	0				SREF 5(9)a
9	0001	105	M	Seal penetrations in ceilings and/or walls.	1				Structural Department SREF 5(9)(a)
10	0001	108	M	Adjust water fountain next to room 01-108.	1				Plumbing Department

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11	0001	112C	O	Replace water stained and/or broken ceiling tile(s).	1				SREF 5(2)(e)(8)j
12	0001	114	M	Junction box shall have all openings sealed.	0				Electrical Department
13	0001	115	M	Junction box shall have all openings sealed.	0				Electrical Department
14	0001	119	O	All microwave/ appliances need to be plugged into direct outlet	0				
15	0001	119	O	Seal penetrations in ceilings and/or walls.	0				SREF 5(9)(a)
16	0001	131	O	Remove combustible materials from ceiling. Combustible materials on walls and/or ceilings shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1				NFPA 101-15.7.4.3
17	0001	131	M	Repair the GFCI/receptacle. Building components and finishes shall be kept clean and in good repair.	1				SREF 5(2)(e)(8)j
18	0001	136	O	Improper storage	0				
19	0001	139	O	Microwave needs to be plug directly into an outlet.	1				



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20	0001	139	O	Extension cords cannot be used as permanent power.	1				
21	0001	140A	O	Remove non-approved furniture that does not have NFPA label or certificate.	1				NFPA 101-10.3.2
22	0001	140B	O	Remove non-approved furniture that does not have NFPA label or certificate.	1				NFPA 101-10.3.2
23	0001	142A	O	Remove combustible materials from ceiling. Combustible materials on walls and/or ceilings shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1				
24	0001	143B	O	Unobstructed access is required at panelboards.	1				SREF 5(17)(b)(2)
25	0001	218A	O	Remove deodorizers. Deodorizers are not allowed.	0				SREF 5(16)(b)(2)(c)j
26				<b>END OF SREF INSPECTION REPORT</b>					

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. YES NO

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

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Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:										

X Pam Holtz  
 Leon County  
 School/Site Administrator