



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: November 30, 2018

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 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 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. Juan E. Williams at the Building Code Enforcement Office at (850) 617-1814**. Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc: Mr. Alan Cox, Assistant Superintendent of School Management (with attachments)
Mr. Carl Green, Coordinator of School Plant, Safety, and Sanitation (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


"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

11/30/2018									
INSPECTION DATE									
INSPECTOR: Juan E. Williams									
INSPECTOR SIGNATURE				SIGNATURE DATE					
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303					
FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION <input checked="" type="checkbox"/>				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2017-2018					
				Aquilina Howell Building SCHOOL/FACILITY/CAMPUS 3955 West Pensacola Street Tallahassee, FL 32304 F.I.S.H. NUMBER					
037-9284-928									
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 District.	2			Site-Wide	
2	0000	000	O	Check and verify that all emergency lights and exit lights have battery backup.	0			Site-Wide	
3	0000	000	O	Check all exit lights to make sure they have battery backup.	0			Site-Wide	
4	0000	000	O	Usage of space heater shall comply with Leon County School's Policy regarding the use of space heaters.	1			Site-Wide	
5	0001	000	M	Outside at satellite dish, PVC Junction Box and pipe are damaged.	1			Exterior Campus	Electrical Department
6	0001	000	M	Emergency light in main lobby is inoperable.	0				Electrical Department
7	0001	000	M	Fence on west side of building is damaged in multiple locations.	1			Exterior Campus	Grounds Department
8	0001	000	M	Fire alarm report does not match tag.	1				System Department
9	0001	102	M	Exit light outside of Rm # 102 has no battery backup.	0				Electrical Department
10	0001	102	O	Emergency light out in lobby.	0				
11	0001	102	O	Exit light in hallway outside Rm # 01-102 has no battery.	0				
12	0001	102C	O	Ceiling tile needs to be replaced.	0				
13	0001	102C	O	Replace damaged ceiling tile.	0				

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14	0001	103	M	Exit light out in Emergency Mode (outside).		0				Electrical Department
15	0001	103	M	Handicap button out on door.		0				Electrical Department
16	0001	103	O	Surge protectors must plug into a dedicated outlet (no piggy backing).		0				
17	0001	103	M	Exit light out in Emergency Mode (outside of Rm # 103).		0				Electrical Department
18	0001	103	M	Handicap buttons inoperable.		0				Electrical Department
19	0001	103	O	Surge protectors must plug into a dedicated outlet (no piggy backing).		0				
20	0001	104	M	Exit door is slamming close.		2				Structural Department
21	0001	106	M	Emergency light missing/not identified in Gang bathroom.		1				Electrical Department
22	0001	109	M	Emergency light missing/not identified in Gang bathroom.		1				Electrical Department
23	0001	111	O	Gas powered equipment needs to be stored in the proper location.		2				
24	0001	111	M	Seal penetrations at wall at sprinkler riser.		0				Structural Department
25	0001	111A	M	Sprinkler head missing from room.		1				EH&S
26	0001	122A	O	Ceiling tiles need to be re-installed around computer cables (going through ceiling tiles).		1				

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Item #	Building Number	Room Number	M O C										
27	0001	127	M	Add "No Exit" sign to door.		2						Sign Shop	
28	0001	131	M	Add yellow caution tape at step from stage going to Exit Door.		2						Structural Department	
29	0001	131	M	Egress Door from stage needs to have path cleared to Right of Way (also from Exit at stairs leading to same area).		2						Grounds Department	
30	0001	131	M	Modify drainage around HVAC equipment to stop erosion under concrete pad (HVAC pad).		1						Grounds Department	
31	0001	131	O	Door exit issues X2 - School Board Rules.		0							
32	0001	139	O	Housekeeping (Needs to be completed daily).		0							
33	0001	140A	O	Temporary extension cords cannot be used as permanent power.		0							
34	0001	140A	O	Remove green temporary extension cord.		0							
35	0001	202B	M	Emergency light by 01-202-B is inoperable.		1						Electrical Department	
36	0001	204	O	Replace missing electrical outlet cover.		0							
37	0001	204	O	Missing electric cover outlet on Exit Sign.		0							
38	0001	207	M	Emergency light by water fountain is inoperable.		1						Electrical Department	
39	0001	207	M	Emergency light missing/not identified in Gang bathroom.		1						Electrical Department	

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INSPECTOR: Juan E. Williams										
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<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><input checked="" type="checkbox"/> FIRE</div> <div style="text-align: center;"><input checked="" type="checkbox"/> CASUALTY</div> <div style="text-align: center;"><input checked="" type="checkbox"/> SANITATION</div> </div>										
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40	0001	208	M	Emergency light missing/not identified in Gang bathroom.	1				Electrical Department	
41	0001	800	M	Exit light outside of Rm # 800 has no battery backup.	0				Electrical Department	
42	0001	800	M	Exit light out in Emergency Mode outside of elevator - Expiration date is 08/01/2018.	0				Electrical Department	
43	0001	800	O	Elevator inspections tag has expired. 08/01/2018.	0					
END OF SREF INSPECTION REPORT										
A re-inspection of the identified deficiencies will be performed approximately 60-90 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				
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: Date of Acknowledgement: _____										
Leon County School/Site Administrator 