



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 *J.E.W.*

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

Date: July 22, 2019

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 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.** 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) 617-1838 · Fax (850) 617-1800

www.lscodeenforcement@leoncountyschools.net

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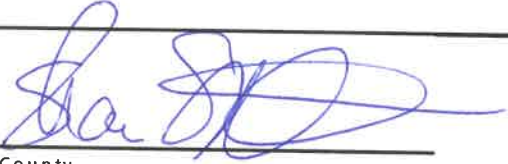

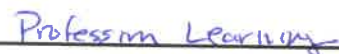
7/22/2019				 LEON COUNTY SCHOOLS		Aquilina Howell Building				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						3955 West Pensacola Street Tallahassee, FL 32304				
										
INSPECTOR SIGNATURE SIGNATURE DATE				FACILITIES & CONSTRUCTION DEPARTMENT						
TYPE OF INSPECTION				3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2019-2020		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.	3			Site-Wide	
2	0000	000	O	Usage of space heater shall comply with Leon County School's Policy regarding the use of space heaters.	2			Site-Wide	
3	0000	000	M	Sprinkler head clogged with dirt in stairwell across from elevator.	0				Structural Department
4	0001	102C	O	Ceiling tile needs to be replaced.	1				
5	0001	102C	O	Replace damaged ceiling tile.	1				
6	0001	103	M	Handicap button out on door.	1				Electrical Department
7	0001	103	O	Surge protectors must plug into a dedicated outlet (no piggy backing).	1				
8	0001	106	M	Emergency light missing/not identified in Gang bathroom.	2				Electrical Department
9	0001	106A	M	GFCI electrical outlet not operating correctly.	0				Electrical Department
10	0001	110A	O	Maintain clearance to Sprinkler Room at all times. Remove desk front entrance door.	0				
11	0001	111	M	Seal penetrations at wall at sprinkler riser.	1				Structural Department
12	0001	111	O	No storage is allowed within corridor - outside of room #111.	0				
13	0001	111A	M	Sprinkler head missing from room.	2				EH&S

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		FACILITIES & CONSTRUCTION DEPARTMENT		3955 West Pensacola Street Tallahassee, FL 32304	
INSPECTOR SIGNATURE SIGNATURE DATE		3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER	
TYPE OF INSPECTION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2019-2020		037-9284-928	
 FIRE  CASUALTY  SANITATION					

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
14	00001	112C	O	Space heater does not comply with Leon County School's Policy regarding usage. (Remove)	0				
15	0001	122A	O	Ceiling tiles need to be re-installed around computer cables (going through ceiling tiles).	2				
16	0001	115	M	Escutcheon needed on sprinkler head.	0				EH&S
17	0001	131	M	Add yellow caution tape at step from stage going to Exit Door.	3				Structural Department
18	0001	202	M	Additional emergency lighting is needed in area.	0				Electrical Department
19	0001	207	M	Emergency light missing/not identified in Gang bathroom.	2				Electrical Department
20	0001	208	M	Emergency light missing/not identified in Gang bathroom.	2				Electrical Department
21	0001	212	M	Additional emergency lighting is needed in area.	0				Electrical Department
22	0001	800	M	Exit light in corridor is not operating in emergency mode.	0				Electrical Department
23	0001	800	O	Elevator inspections tag will expire on 08/01/2019.	1				
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be preformed approximately 60-90 days subsequent of inspection date. Re-Inspection Date: _____

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INSPECTOR SIGNATURE SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT			
TYPE OF INSPECTION		3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  FIRE </div> <div style="text-align: center;">  CASUALTY </div> <div style="text-align: center;">  SANITATION </div> </div>		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2019-2020		037-9284-928	
Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>	
				# 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	
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. <div style="float: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>					
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: Date of Acknowledgement: _____					
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> X  Leon County School/Site Administrator </div> <div style="text-align: center;">  Shane Sufnett Director </div> <div style="text-align: center;">  Professor Learning </div> </div>					