

**To:** Oronde McKhan, Katrina Bradwell / Dr. Ivory Gabriel  
Mr. Ryan Peck, Interim Director of Maintenance  
Mr. Danny Allbritton, Director of Construction

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

**Date:** 05/28/2025

**Subject:** SREF Inspection Report – Astoria Park Elementary School, 2465 Atlas Rd, Tallahassee, FL 32303

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. Katheryn White at [katheryn.white@leonschools.net](mailto:katheryn.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:** Anicia Robinson, Director of Elementary Schools


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”**

03/08/2025				<div><p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p><p><b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2024-2025</p></div>	Astoria Park Elementary				
INSPECTION DATE					SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor					2465 Atlas Road				
					Tallahassee, Florida 32303				
INSPECTOR SIGNATURE      SIGNATURE DATE					F.I.S.H. NUMBER				
TYPE OF INSPECTION									
<div><input checked="" type="checkbox"/> FIRE    <input checked="" type="checkbox"/> CASUALTY    <input checked="" type="checkbox"/> SANITATION</div>				037-0401-040					
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	Dryer vent near Clinic needs cleaning or replacing.	0				
2	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors. FBC-A-309.4 and SREF 5(8)(B)4	8			Site-Wide	SREF (13)(a). Capital Outlay
3	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	6			Site-Wide	
4	0000	000	C	Portable Classrooms That Have Been on Site For (5) or More Years are Required By SREF to Have Covered Walkways. SREF 5 (14)(3)(a) and FBC-B-453.27.52	6			Site-Wide	SREF (14)(b)3.3a. Capital Outlay
5	0000	000	O	Festive lights/items need removing.	0				
6	0000	000	O	Protruding anchor bolts around playground fall area boarder need to be secured.	1				
7	0000	000	O	All water hoses located on the outside of all buildings need to be properly kept on a reel. Next to Rm# 02-206.	1				
8	0000	000	O	All fencing around Mechanical, Electrical and/or Plumbing need to be securely locked. SREF 5(2)(d)(3).	0				
9	0000	000	M	Secure handrails - Handrails are either missing and/or not in compliance with FBA/ADA code. FBC 101/SREF 5(10)(8).	0				Structural Department
10	0000	000	O	Exercise Emergency Escape Latches in freezer - it isn't turning freely.	0				
11	0000	000	O	Remove all vines from Playground Area.	0				
12	0001	000	O	Maintain 18" clearance from fire sprinkler head.	3				

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13	0001	102N	O	Walkway blocked	0					
14	0001	102J	O	Walkway blocked	0					
15	0001	103B	O	Ramp used as storage	0					
16	0001	108D	O	Emergency latches on inside of freezers are inoperable, exercise these latches monthly.	1					
17	0001	109	O	Maintain 18" clearance from fire sprinkler head.	1					
18	0001	116	O	Storage in Mechanical Room is prohibited. SREF 5(16)(6)a.	0					
19	0001	116A	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building. NFPA 101-15.7.4.3.	0					
20	0001	116D	O	Storage shall be kept a minimum of 18" from sprinkler heads. NFPA 1-10.19.3.1	0					
21	0001	116D	M	Exit light inoperable.	0				Electrical Department	
22	0002	000	O	Replace water stained ceiling tiles (x 16) - Building #2. SREF 5(2)(e)(8)j.	0					
23	0002	200	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors. FBC-A-309.4 and SREF 5(8)(B)4	0			Site-Wide	SREF (13)(a). Capital Outlay	
24	0002	208	O	No Access to Custodial Storage.	0					

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25	0002	210	M	Outside Escutcheon ring is missing x 2	0				EH&S	
26	0002	212C	O	Walkway blocked	0					
27	0002	800	M	Duct Tape used for Hood System is Not Allowed.	0				Electrical Department	
28	0002	201	O	Replace water stained and/or broken ceiling tile(s) - Outside of #201 in corridor. SREF 5(2)(e)(8)j	1					
29	0003	303C	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	1					
30	0003	305C	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	0					
31	0003	314	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	1					
32	0089	134	M	Repair soffit on outside of portable.	1			Portable	Structural Department	
33	0099	155	M	Repair or replace missing board on ramp.	1			Portable	Structural Department	
34	0099	428	M	Ramp flooring to Entrance/Exit needs repairing.	0			Portable	Structural Department	
				<b>END OF SREF INSPECTION REPORT</b>						

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

X

Oronde McKhan

Oronde McKhan (May 28, 2025 09:56 EDT)

Leon County  
School/Site Administrator







# ASTORIA PARK 2024-2025 SREF

Final Audit Report

2025-05-28

Created:	2025-05-28
By:	Katheryn White (whitek3@leonschools.net)
Status:	Signed
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-  Document created by Katheryn White (whitek3@leonschools.net)  
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-  Signer mckhano@leonschools.net entered name at signing as Oronde McKhan  
2025-05-28 - 1:56:08 PM GMT
-  Document e-signed by Oronde McKhan (mckhano@leonschools.net)  
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-  Agreement completed.  
2025-05-28 - 1:56:10 PM GMT