



# Memorandum

**To:** Dr. Marsha Sanders, Principal, Astoria Park Elementary  
Mr. Steve Shelton, Director of Maintenance  
Mr. Danny Allbritton, Director of Construction

**From:** Mr. Lorenzo Hillman, Coordinator, Fire & Safety Inspections *LH*

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

**Date:** April 14, 2015

**Subject:** SREF Inspection for Astoria Park Elementary School

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. Elishia Golden at goldene2@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. Lorenzo Hillman at the Building Code Enforcement Office at (850) 617-1814. Thank you for your time and cooperation in this matter.

## ATTACHMENT

**Cc:** Dr. Randy Pridgeon, Divisional Director (with attachments)  
Mr. Ronnie Youngblood, Divisional Director (with attachments)  
Mr. Jim Connell, Chief, Construction/Facilities

*Our Hands Keep Their Minds Working*

Building Code and Permitting Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138  
(850) 617-1838 Fax (850) 617-1790

[www.lcs.k12.fl.us](http://www.lcs.k12.fl.us)

*"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

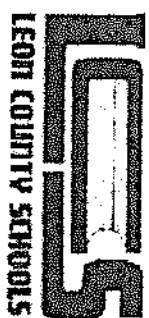
1/20/16

INSPECTION DATE

INSPECTOR SIGNATURE

TYPE OF INSPECTION

☒ FIRE ☒ CASUALTY ☒ SANITATION



FACILITIES & CONSTRUCTION DEPARTMENT  
3420 W. THARPE ST., TALLAHASSEE, FL 32303  
COMPREHENSIVE SAFETY INSPECTION  
FISCAL YEAR: 2015-2016

Astoria Park Elementary

SCHOOL/FACILITY/CAMPUS

2465 Allas Road

Tallahassee, Florida 32303

ADDRESS

F.I.S.H. NUMBER

037-0401-040

Building#	Room#	M O C	Deficiency Description and Corrective Action Required	Number of times Deficiency Cited Before	Schedule for Correction NLT	REMARKS
0000	000	O	Remove Wooden/Plastic Door Chocks from the Corridor Fire Rated Doors. Rated Doors Cannot Be Propped C	5		NFPA 101-7.2.8.1.
0000	000	O	Site-Wide, After Market Furniture Shall Be (NFPA) Approved and the Label Must Be Displayed.	1		Sitewide
0000	000	O	Site-Wide, Prekindergarten Gates Shall Be Remained Locked at All Times.	1		Sitewide
0001	000	O	Remove Furniture From the Egress in the Pod Areas. Means of Egress Shall Be Maintained at All Times.	3		NFPA 101-15.2.11.1.
0001	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	1		FBC-A-309.4.
0001	000	M	Bathroom Exhaust Fan & Light Switches are Not Code Compliant. Install Exhausts Fan that Sync with Light Sw	1		Building wide
0001	000	C	Install (ADA) Compliant Door Hardware in the Main Office Area.	0		FBC-A-309.4.
0001	000	M	Directional Chevrons Shall Show the Direction of Egress. Install Chevron Showing the Means of Egress.	0		Building wide
0001	000	O	Remove Storage From Obstructing the Means of Egress in the Hallway. Means of Egress Shall Be Maintained	0		NFPA 101-15.2.11.1.
0001	101	C	Verify that Occupant Load in School Clinic is Accurate. Occupant Load Requires Separate Bed Minimum.	0		
0001	101 P	C	Bathroom in the School Clinic Area is Not (ADA) Code Compliant. Bathroom Does Not Meet (ADA) Requirement	1		
0001	101 P	O	Remove Storage in the School Clinic Area. School Clinics Shall Not Be Utilized as a Storage Area.			
0001	102	M	Exhaust Fan Does Not Comply with (FBC). Exhaust Fan Does Not Have 10 Minute Delay. Per Code.	1		
0001	102	M	Exit Light on the Media Center Exit Doors Leading to the Main Office is Inoperable. Repair or Replace Exit Light	0		SREF 5(17)(a).
0001	102 D	O	Extension Cords Cannot Be Used for Permanent Power. Please Install District Approved Surge Protectors.	2		
0001	102 F	O	Keep Combustible Materials 3' Clear from the Perimeter of the Electrical Panels.	2		NFPA 70 110.26
0001	103 A	O	No Access to Room. Provide Access to the Room.	4		
0001	103 C	M	Remove or Relocate Fire Alarm Pull Station. Fire Alarm Pull Station is Not Near the Exit Doors.	1		
0001	104	O	Keep Storage Materials 3' Clear from the Perimeter of the Hot Water Heater.	3		
0001	104	M	Missing Cover on the Exhaust Fan in the Bathroom. Install or Replace Exhaust Fan.	2		
0001	104	M	Roof Access Inaccessible. Keep Roof Access Clear at All Time.	1		

The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Prepared By: Elsiehia Golden

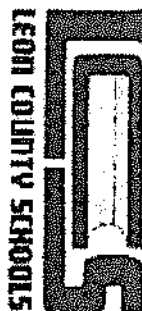
*Elsiehia Golden* Date 4/28/16

1/20/16

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F.I.S.H. NUMBER

037-0401-040

## Deficiency Description and Corrective Action Required

Building#	Room#	M O C	Deficiency Description and Corrective Action Required	Number of times Deficiency Cited Before	Schedule for Correction N.L.T	REMARKS
0001	104 A	O	Missing Ceiling Tiles. Install or Replace Missing Ceiling Tiles.	0		
0001	104 A	O	Keep Combustible Materials 3' Clear from the Perimeter of the Electrical Panels.	3		NEPA 70.110.26
0001	104 A	O	Remove Storage in Electrical Room. Electrical Rooms Shall Not Be Utilized as a Storage Area.	1		
0001	104 A	M	Missing Labels in Panelboard "K". Label the Electrical Circuits in Panelboard "K".	1		
0001	108	M	Clean the Dust Off of the Ceiling Tiles Around the Air Diffusers Located in the Kitchen Area.	3		
0001	108 F	O	Remove Storage in Mechanical Room. Mechanical Rooms Shall Not Be Utilized as a Storage Area.	2		
0001	108 G	O	Remove Storage From the Access Ramp of the Stage Entrance. Means of Egress Shall Be Maintained at All T	2		NEPA 101-4.5.3.2
0001	108 G	O	Means of Egress Shall Be Maintained at All Times. Clear The Means of Egress Path.	1		NEPA 101-15.2.11.1
0001	108 J	M	Exit Light Located Outside Room 01-108J is Inoperable. Repair or Replace Exit Light.	0		SREF 5(17)(e)
0001	108 L	M	Repair or Replace HVAC Producing Excessive Amounts of Dust Collecting on Food Equipment & Air Vents.	0		
0001	111 C	M	Exit Lights Over the Exits Doors are Inoperable in Normal Mode. Repair or Replace Exit Light	0		SREF 5(17)(a)
0001	112 B	M	Exit Lights Over the Exits Doors are Inoperable in Normal Mode. Repair or Replace Exit Light.	0		SREF 5(17)(a)
0001	113 B	O	Remove Combustible Materials Hanging From the Ceiling. Materials Need to be (NFPA) Approved.	1		NEPA 101-10.3.1
0001	113 C	O	Means of Egress Shall Be Maintained at All Times. Clear The Means of Egress Path.	1		NEPA 101-4.5.3.2
0001	113 D	O	Remove Combustible Materials From the Ceiling.	1		NEPA 101-10.3.1
0001	113 J	O	Remove the Table Obstructing the Accessibility to the (ADA) Bathroom. Means of Egress Shall Be Maintained	1		NEPA 101-4.5.3.2
0001	113 J	O	Remove Storage in Mechanical Room. Mechanical Rooms Shall Not Be Utilized as a Storage Area.	1		
0001	114 C	M	Exit Lights Over the Exits Doors are Inoperable in Normal Mode. Repair or Replace Exit Light.	0		SREF 5(17)(a)
0001	115	O	Remove Combustible Materials From the Ceiling.	1		NEPA 101-10.3.1
0001	115	M	Automatic Door Closer Magnets on the Door Leading to Pod are Inoperable. Repair or Replace Closer Magnet	0		
0001	115	O	Remove All After Market Festive Lighting From Classrooms.	0		NEPA 101-10.3.1

The principal shall hold at least one (1) emergency drill during each month, with an additional drill being held within the first 30 days of school.

YES

NO

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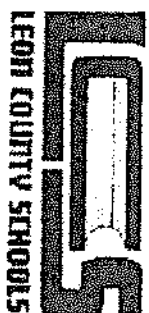
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Building#	Room#	M O C	Deficiency Description and Corrective Action Required	Number of times Deficiency Cited Before	Schedule for Correction NLT	REMARKS
0001	115	O	Remove Combustible Materials From the Classroom.	1		NEPA 101-10.3.1.
0001	115 A	O	Remove Combustible Materials From the Ceiling.	1		NEPA 101-10.3.1.
0001	115 B	O	Remove Combustible Materials From the Ceiling.	1		NEPA 101-10.3.1.
0001	115 B	O	Extension Cords Cannot Be Used for Permanent Power. Please install District Approved Surge Protectors.	1		NEPA 101-4.5.3.2
0001	115 B	O	Electrical Cords Shall Not Run Through Doorways and Paths of Egress or Travel. Remove Electrical Cords.	1		
0001	115 D	O	Remove All After Market Festive Lighting From Classrooms.	2		NEPA 101-10.3.1.
0001	115 H	O	Keep Combustible Materials 3' Clear from the Perimeter of Electrical Panelboard.	1		NEPA 70 110.26
0001	116	M	Automatic Door Closer Magnets on the Door are Inoperable. Repair or Replace Closer Magnet.	0		SREF 5(17)(e)
0001	116	M	Exit Lights Over the Exit Doors are Inoperable in Normal Mode. Repair or Replace Exit Light.	0		
0001	116 G	O	No Access to Room. Provide Access to the Room.	2		
0001	116 G	O	Remove Storage in Mechanical Room. Mechanical Rooms Shall Not Be Utilized as a Storage Area.	0		
0001	116 G	O	Electrical Surge Protectors are Piggy-Backed. The Surge Protectors Shall Plug Into Dedicated Outlet	0		NEPA 101-10.3.1.
0001	116 G	O	Extension Cords Cannot Be Used for Permanent Power. Please Install District Approved Surge Protectors.	0		
0001	801	O	Remove Storage in Utility Room. Utility Rooms Shall Not Be Utilized as a Storage Area.	1		NEPA 101-10.3.1.
0002	000	O	Building-Wide. Remove All After Market Festive Lighting From Classrooms.	0		FBC-A-309.4.
0002	000	C	Building-Wide. Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	0		Building wide
0002	000	O	Remove Combustible Materials From the Ceiling in All Classrooms.	0		
0002	210	O	Lint Traps on All Dryers are Required to be Cleaned and Maintained. Regularly.	1		
0002	210	M	Repair or Replace Inoperable Range Hood. Install Range Hood Mechanically Exhausted to the Exterior.	1		FBC-A-309.4.
0002	210 B	C	Install (ADA) Code Compliant Door Handles on All Required Doors in the Lavatory Area.	1		NEPA 101-10.3.1.
0002	211	O	Remove Combustible Materials From the Ceiling in All Classrooms.	2		

The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Date

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**Y**

2413

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[illegible]

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**YES**

## NO

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

Prepared By: Elishia Golden

**Pa**

Date 4/26



