



# 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 *LH*

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

**Date:** March 21, 2017

**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. Please do not submit work orders for the deficiency line items in the **M (Maintenance)** column. 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. 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 Code Enforcement Department. 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](mailto: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 Code Enforcement Department at (850) 617-1814 or email at [hillmanl@leonschools.net](mailto:hillmanl@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT

**Cc:** Dr. Alan Cox, Divisional Director (with attachments)  
Mr. Ronnie Youngblood, Divisional Director (with attachments)

*"Our Hands Keep Their Minds Working"*

Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138


(850) 617-1838 · Fax (850) 617-1790


[www.leonschools.net](http://www.leonschools.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

1/20/2017				<b>Astoria Park Elementary</b>				
INSPECTION DATE				SCHOOL/FACILITY/CAMPUS				
INSPECTOR: LORENZO HILLMAN				2465 Atlas Road Tallahassee, Florida 32303				
Inspector Signature: <i>Lorenzo Hillman</i> 2-20-17 TYPE OF INSPECTION: <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2016-2017				
F.I.S.H. NUMBER 037-0401-040								
Item #	Building Number	Room Number	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 Campus or Portable	REMARKS CODE REFERENCE
1	0000	000	O Remove Wooden/Plastic Chocks from the Corridor/Rated Doors.	6			Site-Wide	NFPA 101-7.2.8.1.
2	0000	000	O After-Market Furniture Shall Be (NFPA) Approved and the Label Must Be Displayed.	1			Site-Wide	
3	0000	000	O Remove Furniture From Egress in Pod Area.	4			Site-Wide	NFPA 101-15.5.11.1.
4	0000	000	C Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	2			Site-Wide	SREF (13)(a)
5	0000	000	O Fall Surfaces on Playground Need to Be Raked Daily.	0			Site-Wide	
6	0000	000	O Water Fountains Need to Be Cleaned and Maintained Regularly.	0			Site-Wide	
7	0000	000	O Ensure Playgrounds are Being Used By the Appropriate Aged Students for Pre-K and Primary Playgrounds.	0			Site-Wide	
8	0000	000	M Identify Area of Protection at F.D.C. and P.I.V.	0			Site-Wide	
9	0000	000	C Portable Classrooms That Have Been on Site For 4 or More Years are Required By SREF to Have Covered Walkways.	0			Site-Wide	SREF (14)(b)3.3a
10	0001	000	C Install (ADA) Compliant Door Hardware in the Main Office Area.	1			Building-Wide	SREF (13)(a)
11	0001	000	M Directional Chevrons Shall Show the Direction of Egress.	1			Building-Wide	
12	0001	000	O Rose Bushes at Main Entry Poses Potential Casualty Safety Hazard.	0				
13	0001	000	O Building #1, Remove Combustibles Hanging From Ceiling.	0			Building-Wide	
14	0001	000	O Curtains on Windows and Bookcases Do Not Have Labels Designating Materials Meets (NFPA) Standards	0			Building-Wide	
15	0001	101 P	C Bathroom in the School Clinic Area is Not (ADA) Code Compliant.	2				SREF (13)(a)
16	0001	101 P	O Remove Storage From Shower Area.	0				
17	0001	102	O Replace and Date Water Stained Ceiling Tiles.	0				


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18	0001	102	O Extension Cords Cannot Be Used as Permanent Power.	0				
19	0001	102	O Extension Cords Must Plug into Dedicated Outlet.	0				
20	0001	102 F	O Keep Combustible Materials 3' Clear From the Perimeter of Electrical Panels.	3				NFPA 70 110.26
21	0001	102 K	O Remove Storage From Mechanical Room.	0				
22	0001	103 A	O No Access.	5				
23	0001	103 C	M Remove or Relocate Fire Alarm Pull Station. Fire Alarm is Not Near the Exit Doors.	2				
24	0001	104	M Fire Alarm System is Being Monitored in Accordance with NFPA 72.	0				NFPA 72
25	0001	104	O In Corridor Outside of 01-104, Remove Furniture and Storage.	0				
26	0001	104	O Keep Combustible Materials 3' Clear From the Perimeter of the Hot Water Heater.	4				
27	0001	104	M Missing Cover on the Exhaust Fan in the Bathroom.	3				
28	0001	104 A	M Battery Missing From Power Supply.	0				
29	0001	104 A	O Keep Combustible Materials 3' Clear From the Perimeter of Electrical Panels.	4				NFPA 70 110.26
30	0001	104 A	O Remove Storage in Electrical Room.	2				
31	0001	104 A	M Missing Labels in Panelboard "K". Label the Electrical Circuits in Panelboard "K".	2				
32	0001	108	M Clean Dust Off of the Ceiling Tiles Around the Air Diffusers Located in the Kitchen.	4				
33	0001	108 F	O Remove Storage in Mechanical Room.	3				
34	0001	108 F	M Move Old Condensate Pumps to Proper Trash.	0				
35	0001	108 F	O Remove Storage Shelf From Mechanical Room.	0				

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Item #	Building Number	Room Number	M O C																
36	0001	108 F	M	Install Free Wire Properly (Going Through Ducts in Rated Wall).				0											
37	0001	108 G	O	Remove Storage From the access Ramp of the Stage Entrance.				3										NFPA 101-4.5.3.2.	
38	0001	108 G	O	Means of Egress Shall Be Maintained at All Times.				2										NFPA 101-15.2.11.1.	
39	0001	108 L	M	Repair or Replace HVAC Producing Excessive Amounts of Dust Collecting on Food Equipment and Air Vents				1											
40	0001	108 L	O	Extension Cords Must Plug into Dedicated Outlet.				0											
41	0001	110	O	Remove Storage From Bathroom.				0											
42	0001	110	O	Remove Storage Within 18" of Sprinkler Head.				0											
43	0001	112 J	O	No Access. Furniture Blocking Door.				0											
44	0001	113 J	O	Remove Storage in Mechanical Room.				2											
45	0001	114 H	O	Replace and Date Water Stained Ceiling Tiles.				0											
46	0001	115	O	Remove Combustibles From the Ceiling.				2										NFPA 101-10.3.1.	
47	0001	115	O	Remove All After-Market Festive Lighting From Classrooms.				1										NFPA 101-10.3.1.	
48	0001	115 B	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.				0											
49	0001	115 D	O	Remove All After-Market Festive Lighting From Classrooms.				2										NFPA 101-10.3.1.	
50	0001	116 G	O	Remove Storage From Mechanical Room.				1											
51	0001	116 G	O	Remove Cords Going Under Door (Surge Protector).				0											
52	0001	116 G	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.				0											
53	0001	116 J	M	Sprinkler Head is Hanging Out of the Ceiling.				0											



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54	0001	801	M No Quarterly Inspection Tags on Sprinkler System Risers.	0				
55	0001	801	O Remove Storage From Utility Room.	2				
56	0002	000	O Remove All After-Market Festive Lighting From Classrooms.	1			Building-Wide	NPPA 101-10.3.1.
57	0002	000	C Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	1			Building-Wide	SREF 5(13)(a)
58	0002	209	O Keep Combustible Materials 2' Clear Perimeter of the Hot Water Heater.	0				
59	0002	210	O Replace and Date Water Stained Ceiling Tiles.	0				
60	0002	210	O Lint Traps on All Dryers are Required to Be Cleaned and Maintained Regularly.	2				
61	0002	213	O Extension Cords Cannot Be Used as Permanent Power.	3				NPPA 101-10.3.1.
62	0002	213	O Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.	1				
63	0003	000	O Remove All After-Market Festive Lighting From Classrooms.	0			Building-Wide	NPPA 101-10.3.1.
64	0003	000	M (ADA)/Egress Compliant Hardware Missing From Required Doors.	0			Building-Wide	SREF 5(13)(a)
65	0003	301 E	O Remove Paper and Plastic Inside Light Fixtures.	0				
66	0003	302	O Maintain Access to Exits At All Times.	0				
67	0003	302	O Extension Cords Cannot Be Used as Permanent Power.	0				
68	0003	315	M Exterior Door Missing Closer.	0				
69	0003	316	C Remove Chiller Pumps From Boiler Room. Boiler Rooms Shall Only Have Necessary Equipment for the Operation of the Boiler.	2				SREF 5(13)(c).
70	0003	316	M Exterior Door Missing Closer.	1				

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71	0003	316	M	Boiler Certification is Expired.				0				
72	0003	316	M	Remove Old Damaged Filter Boxes.				0				
73	0003	317	O	Room is Required to Be Swept and Maintained Regularly.				2				
74	0003	317	M	Exterior Door Missing Closer.				0				
75	0003	317	M	Exposed Wires Hanging Down From HVAC Damper. Remove or Install Properly.				0				
76	0004	000	M	Automatic Initiation Device Missing From Flammable Storage.				0				
77	0004	000	M	Exterior Door Missing Closer.				0				
78	0004	000	M	Modify Earth in Front Door, So It Can Open.				0				
79	0004	000	O	Fire Extinguisher Tag Outdated.				0				
80	0005	000	O	Outside Building #5, Under Covered Area, Pressure Wash to Remove Mold From the Building Exterior.				0			Campus	
81	0005	501	M	Exterior Door Missing Closer.				0				
82	0005	501	M	Conduit and Light Switch is Rusted Out.				0				
83	0005	501	O	Accessibility to Fire Sprinkler Drain Shall Be Maintained at All Times for Testing and Inspections.				5				
84	0005	501	O	Gas Powered Equipment is Required to Be Stored in a Properly Ventilated Storage Location.				4				
85	0089	134	M	Ramp Leading Up to Portable is Loose and Leaning Needs to Be Repaired or Replaced.				0			Portable	
86	0089	134	M	Cover Exposed Pipe Under Ramp.				0			Portable	
87	0089	134	M	Wooden Slats on Railing Missing or Damaged.				0			Portable	
88	0089	134	O	Remove Combustibles From the Ceiling.				0			Portable	

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89	0089	134	M Emergency Light Inoperable.	0			Portable	
90	0089	134	O Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.	0			Portable	
91	0089	134	M Modify Both Thresholds to Comply with Egress Requirements.	0			Portable	
92	0089	134	M Replace and Date Water Stained Ceiling Tiles with Light Fixture.	0			Portable	
93	0089	134	M Reconfigure or Adjust Wooden Ramp Leading to Portable to Meet (ADA) Accessibility Code Requirements.	1			Portable	
94	0089	134	M Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	2			Portable	SREF 5(2)(e)(8)(i).
95	0089	134	M Install Lattice Porch Skirting Around the Wooden Ramps and Stairs Leading to Portable.	2			Portable	
96	0089	134 B	O No Current SREF Report Posted in Portable. All Portable are Required to Mount SREF Reports on Site.	5			Portable	
97	0099	155	O No Current SREF Report Posted in Portable. All Portable are Required to Mount SREF Reports on Site.	5			Portable	
98	0099	155	O Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.	0			Portable	
99	0099	155 B	M Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	2			Portable	SREF 5(2)(e)(8)(i).
100	0099	428	M Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	2			Portable	SREF 5(2)(e)(8)(i).
101	0099	428	M Repair Obvious Water Damage in Ceiling in and Around Bathroom.	0			Portable	
102	0099	428	M Replace Faded Fire Alarm and Fire Extinguisher Signs.	0			Portable	
103	0099	428	O Maintain Access to Electrical Panel in Storage Room at All Times.	0			Portable	
104	0099	428	M Main Entry is Slamming Closed.	0			Portable	
105	0099	428	M No Current SREF Report Posted in Portable. All Portable are Required to Mount SREF Reports on Site.	0			Portable	

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		M						
		O						
		C						
<b>END OF SREF INSPECTION REPORT</b>								

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**  
*(Signature)*  
 3/22/17