




Memorandum

To: Ms. Marsha Glover-Sanders, Principal, Astoria Park Elementary School
 Ms. Jean Pepe, Assistant Principal, Astoria Park Elementary School
 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: February 12, 2019

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 and Capital Outlay)** 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 and Compliance Department. 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) 617-1790, to her attention.

Please note a copy of this SREF inspection report will be forwarded to the Board.

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 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: Ms. Susan Kraul, Director of Elementary Schools (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.lcscodenforcement@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."

2/12/2019				 LEON COUNTY SCHOOLS		Astoria Park Elementary SCHOOL/FACILITY/CAMPUS				
INSPECTION DATE						2465 Atlas Road				
INSPECTOR: Juan E. Williams						Tallahassee, Florida 32303				
INSPECTOR SIGNATURE <i>Juan E. Williams</i> SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		037-0401-040				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019						
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	Remove Wooden/Plastic Chocks from the Corridor/Rated Doors.	8			Site-Wide		
2	0000	000	O	Remove Furniture From Egress in Pod Area.	4			Site-Wide		
3	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	4			Site-Wide	SREF (13)(a). Capital Outlay	
4	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	2			Site-Wide		
5	0000	000	O	Water Fountains Need to Be Cleaned and Maintained Regularly.	2			Site-Wide		
6	0000	000	C	Portable Classrooms That Have Been on Site For (4) or More Years are Required By SREF to Have Covered Walkways.	2			Site-Wide	SREF (14)(b)3.3a. Capital Outlay	
7	0000	000	O	After-Market Furniture Needs to Have Labels Designating Materials Meets NFPA Standards.	1			Site-Wide		
8	0000	000	M	Covered play area - leak on water fountain.	0			Site-Wide	Plumbing Department	
9	0000	000	O	Fire extinguishers are not being inspected monthly by onsite staff. A report needs to be sent to the district office as evidence of this being done.	0			Site-Wide		
10	0000	000	O	All mechanical equipment located on outside of building within fenced area shall be kept locked at all times.	0			Site-Wide		
11	0000	000	M	Cover play area - several shields missing off lights.	0			Site-Wide	Structural Department	
12	0001	001B	O	Remove desk from corridor outside of room #001.	0					
13	0001	101	C	Egress Door, Going From Recently Renovated Office Into Corridor, Does Not Have (ADA)/Egress Compliant Hardware.	1				Capital Outlay	
14	0001	005R	M	Fire Door missing magnetic holder.	0				Locksmith	
15	0001	102E	M	Seal penetrations in fire rated wall needed.	0				Structural Department	

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16	0001	102E	O	Remove storage from Mechanical Room.	0					
17	001	102J	O	No access.	0					
18	0001	103A	M	Exit door hard to open - needs adjusting.	0				Structural Department	
19	0001	108	M	Lock latching device missing off double door to corridor.	0				Locksmith	
20	0001	108D	M	Seal on bottom of cooler door missing.	0				Central Kitchen	
21	0001	108 F	O	Remove Storage in Mechanical Room.	5					
22	0001	108F	O	Remove storage from Mechanical Room.	0					
23	0001	108 G	O	Means of Egress Shall Be Maintained at All Times.	4					
24	0001	108 L	M	HVAC Producing Excessive Amounts of Dust Collecting on Food Equipment and Air Vents.	2				HVAC Department	
25	0001	110	O	Remove Storage From Bathroom.	2					
26	0001	110	O	Remove Storage Within 18" of Sprinkler Head.	2					
27	0001	110A	O	Remove items within 18" of Sprinkler Head.	0					
28	0001	111C	M	Eye wash located at sink area loose - tighten.	0				Plumbing Department	
29	0001	112C	M	Door slams shut - adjustment needed.	0				Structural Department	
30	0001	113C	M	Unclog drain on water fountain outside of room #001.	0				Plumbing Department	

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31	0001	113C	M	Repair/replace door closure device.	0				Locksmith	
32	0001	113D	O	Remove mini refrigerator from desk-top.	0					
33	0001	113H	O	Door closure needed on storage door leading to corridor.	0				Locksmith	
34	0001	800	M	Gates coming out of building not in compliance with (FBC) ADA Code.	0				SREF 5(13)(a). Structural Department	
35	0001	801	O	Provide and maintain clear path to fire sprinkler riser -remove excessive storage from area.	0					
36	0002	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	3			Building-Wide	SREF 5(13)(a). Structural Department	
37	0002	208	O	Smoke detector loose.	0					
38	0002	210	O	Lint Trap on Dryer Needs to Be Cleaned and Maintained Regularly.	1					
39	0003	000	M	(ADA)/Egress Compliant Hardware Missing From Required Doors.	2			Building-Wide	Structural Department	
40	0003	000	C	ADA/egress compliant hardware missing from doors.	0				Structural Department	
41	0003	314 M	M	Exit door hard to open - needs adjusting.	0				Structural Department	
42	0003	315	O	Replace missing ceiling tile.	0					
43	0003	315	M	Loose light fixture.	0				Electrical Department	
44	0004	000	M	Door not locking/latching - flammable storage unit.	0				Locksmith	
45	0089	134	O	Shields missing off lights.	0			Portable		

2/12/2019

INSPECTION DATE

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FACILITIES & CONSTRUCTION DEPARTMENT
3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION
FISCAL YEAR: 2018-2019

Astoria Park Elementary

SCHOOL/ FACILITY/CAMPUS

2465 Atlas Road

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INSPECTOR SIGNATURE SIGNATURE DATE

TYPE OF INSPECTION

☒ FIRE ☒ CASUALTY ☒ SANITATION

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46	0089	134	M	Investigate - correct dark stains on ceiling around A/C vents.	0			Portable	Structural Department
47	0089	134	M	Ramp Leading Up to Portable is Loose and Leaning Needs to Be Repaired or Replaced.	2			Portable	Structural Department
48	0089	134	M	Wooden Slats on Railing Missing or Damaged.	2			Portable	Structural Department
49	0099	155	M	Exit sign light out in Emergency Mode.	0			Portable	Structural Department
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: _____

☒ *Marsha Sanders* 2/20/19
Leon County
School/Site Administrator