



Memorandum

To: Mr. David Solz, Principal, Astoria Park Elementary School
Ms. Katrina Bradwell, 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: November 6, 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.lcscodeenforcement@leonschools.net


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11/6/2019				 <p>LEON COUNTY SCHOOLS</p> <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2019-2020</p>		Astoria Park Elementary				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						2465 Atlas Road				
 INSPECTOR SIGNATURE SIGNATURE DATE						Tallahassee, Florida 32303				
TYPE OF INSPECTION						F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				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	Remove Wooden/Plastic Chocks from the Corridor/Rated Doors.	9			Site-Wide		
2	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	5			Site-Wide	SREF (13)(a). Capital Outlay	
3	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	3			Site-Wide		
4	0000	000	O	Water Fountains Need to Be Cleaned and Maintained Regularly.	3			Site-Wide		
5	0000	000	C	Portable Classrooms That Have Been on Site For (4) or More Years are Required By SREF to Have Covered Walkways.	3			Site-Wide	SREF (14)(b)3.3a. Capital Outlay	
6	0000	000	O	After-Market Furniture Needs to Have Labels Designating Materials Meets NFPA Standards.	2			Site-Wide		
7	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.	1			Site-Wide		
8	0000	000	O	All mechanical equipment located on outside of building within fenced area shall be kept locked at all times.	1			Site-Wide		
9	0000	000	O	All 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.	1					
10	0000	000	M	Monkey bars on playground in need of fall protection,	0				Structural Department	
11	0000	000	M	Cross-like monkey bars bent with protruding pieces - take out of service until repaired or removed.	0				Structural Department	
12	0000	000	M	Wooden plastic playground equipment missing screws on railing.	0				Structural Department	
13	0000	000	M	Insulate copper water supply line going to drinking fountain on covered play area.	0				Plumbing Department	
14	0000	000	O	Locks are needed on all fenced Mechanical Equipment and shall remain locked.	0					
15	0001	000	M	Several pieces of playground equipment not ADA Compliant.	0				Structural Department	

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16	0001	005R	M	Fire Door missing magnetic holder.	1				Locksmith	
17	0001	102D	O	Remove all storage from Mechanical Room.	0					
18	0001	102E	O	Remove all storage from Mechanical Room.	1					
19	0001	108	O	Remove all storage from Mechanical Room.	0					
20	0001	108B	O	Replace shield on light.	0					
21	0001	108 F	O	Remove Storage in Mechanical Room.	6					
22	0001	108 G	O	Means of Egress Shall Be Maintained at All Times.	5					
23	0001	108 G	O	Ramp coming off of stage needs to remain clear at all times - remove items.	0					
24	0001	108 L	M	Need sign at Fire Exit.	0				Sign Shop	
25	0001	109	O	Maintain 18" clearance from fire sprinkler head.	0					
26	0001	110	O	Remove Storage Within 18" of Sprinkler Head.	3					
27	0001	110	M	Replace missing ceiling tile grid.	0				Structural Department	
28	0001	110A	O	Remove items within 18" of Sprinkler Head.	1					
29	0001	111 J	O	Fire Exit not being checked.	0					
30	0001	111-800	O	Reduce the amount of storage in Main Corridor.	0					

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31	0001	113C	M	Unclog drain on water fountain outside of room #001.	1				Plumbing Department	
32	0001	114 C	M	Missing shield (cover) on exit light.	0				Electrical Department	
33	0001	114 H	O	Replaced stained ceiling tile.	0					
34	0001	115 P	O	Replace stained ceiling tile.	0					
35	0001	116	O	Remove items hanging from ceiling.	0					
36	0001	116 G	O	Remove Storage in Mechanical Room.	0					
37	0001	801	O	Provide and maintain clear path to fire sprinkler riser -remove excessive storage from area.	1					
38	0002	208	O	Surge protectors need to be plugged into a dedicated power source.	0					
39	0002	208	O	Housekeeping - keep area and combustibles off the floor at all times.	0					
40	0002	209	O	Door should remain closed to Custodian Room when not in use.	0					
41	0002	210	O	Lint Trap on Dryer Needs to Be Cleaned and Maintained Regularly.	2					
42	0002	213	M	Exit light out in Emergency Mode.	0				Electrical Department	
43	0003	000	M	(ADA)/Egress Compliant Hardware Missing From Required Doors.	3			Building-Wide	Structural Department	
44	0003	000	C	ADA/egress compliant hardware missing from doors.	1				Structural Department	
45	0003	000	C	ADA Door handles are needed on doors.	0				Structural Department	

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46	0003	301	O	Replace stained ceiling tile.	0					
47	0003	301	O	All surge protectors should be in a dedicated outlet. Temporary extension cords are not allowed.	0					
48	0003	315	O	Replace missing ceiling tile.	0					
49	0003	315	O	Area not to be used for flammable storage - remove all gas powered equipment from room and place in flammable storage.	0					
50	0089	134	M	Wooden Slats on Railing Missing or Damaged.	3			Portable	Structural Department	
51	0089	134	M	Railings and guards loose/missing.	0			Portable	Structural Department	
52	0089	134	M	Soffit coming down.	0			Portable	Structural Department	
53	0089	134	M	Siding is rotten.	0			Portable	Roofing Department	
54	0089	134	M	Missing slip resistant material on steps and decking.	0			Portable	Structural Department	
55	0099	155	M	Exit sign light out in Emergency Mode.	1			Portable	Structural Department	
56	0099	155	O	No current report for last year.	0			Portable		
57	0099	155	O	Globe cover on outside light at door.	0			Portable		
58	0099	155	M	Outside playground needs more fall zone material.	0			Portable	Structural Department	
59	0099	428	M	Deck railing is loose.	0			Portable	Structural Department	
60	0099	428	M	No sound coming from F.A. Notification Device.	0			Portable	Building Automation	

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61	0099	428	O	Wall covering - remove plastic covering from walls.	0			Portable	
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be performed 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 

Leon County
School/Site Administrator