





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: October 22, 2021

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


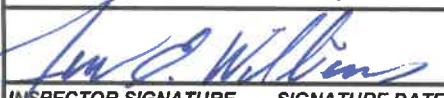
Cc: Mr. William "Billy" Epting, Director of Elementary Schools (with attachments)


"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.lscodeenforcement@leoncountyschools.net


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10/22/2021				 <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022</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.	11			Site-Wide		
2	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	7			Site-Wide	SREF (13)(a). Capital Outlay	
3	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	5			Site-Wide		
4	0000	000	C	Portable Classrooms That Have Been on Site For (4) or More Years are Required By SREF to Have Covered Walkways.	5			Site-Wide	SREF (14)(b)3.3a. Capital Outlay	
5	0000	000	O	After-Market Furniture Needs to Have Labels Designating Materials Meets NFPA Standards.	4			Site-Wide		
6	0000	000	O	Protruding anchor bolts around playground fall area boarder.	0					
7	0000	000	M	Projections from ceilings - Televisions in corridors are below the 6'8" code height.	0					
8	0001	000	O	Maintain 18" clearance from fire sprinkler head.	2					
9	0001	000	O	Trip/Fall Hazard - Secure all electrical socket floor covers.	0					
10	0001	108D	O	Emergency latches on inside of freezers are inoperable, exercise these latches monthly.	0				Central Kitchen	
11	0001	109	O	Maintain 18" clearance from fire sprinkler head.	0					
12	0001	111B	M	Repair electrical switch cover located next to exterior door.	0				Electrical Department	
13	0001	111C	O	Temporary extension cords are not allowed. All plugs shall be in dedicated wall socket.	0					
14	0001	111J	O	Remove growth of vines and vegetation from outside door area.	0					
15	0001	112C	M	Electrical Outlet not working.	0				Electrical Department	

10/22/2021		 LEON COUNTY SCHOOLS		Astoria Park Elementary			
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INSPECTOR SIGNATURE SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022		F.I.S.H. NUMBER			
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Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>	# 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
16	0001	113C	M	Water fountain outside South side of building is clogged.	0				Plumbing Department
17	0001	116D	O	Electrical outlets not in use shall have socket covers.	0				
18	0002	201	O	Replace stained ceiling tile outside of #201 in corridor.	0				
19	0002	207	O	Outside security lights shall be off during daytime hours.	0				
20	0002	207	M	Rusting steps on playground equipment outside of Pre-K Building.	0				Structural Department
21	0002	212C	O	Unapproved interior wall finish. Remove cotton from interior wall.	0				
22	0003	000	C	ADA/egress compliant hardware missing from doors.	3				Structural Department
23	0003	303C	O	Replace stained ceiling tile.	0				
24	0003	314	O	Replace stained ceiling tile.	0				
25	0089	134	M	Repair soffit on outside of portable.	0			Portable	Structural Department
26	0099	155	M	Repair or replace missing board on ramp.	0			Portable	Structural Department
27	0099	428	O	Temporary extension cords are not allowed. All plugs shall be in dedicated wall socket.	0				
28	0099	428	O	<u>Piggybacking</u> is not allowed. All plugs shall be in a dedicated socket.	0				
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be preformed approximately _____ days subsequent of inspection date. **Re-Inspection Date:** _____

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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. <div style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </div>									
Reviewed Emergency Generator Report. <div style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </div>					Emergency Generator Report up-to-date as of SREF Inspection. <div style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </div>				
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:									


 Leon County
 School/Site Administrator