



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. Lorenzo Hillman, Coordinator, Fire & Safety *LH*

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

Date: March 23, 2018

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. 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.

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 and Compliance Department at (850) 617-1814 or email at hillmanl@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT


Cc: Ms. Susan Kraul, Director of Elementary Schools (with attachments)
 Dr. Alan Cox, LCS Assistant Superintendent of School Management (with attachments)
 Mr. Carl Green, Coordinator of School Plant, Safety, and Sanitation (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.lscscodeenforcement@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."


Prepared By: Elishia Golden


2/13/2018				 <p>Leon County Schools</p> <p><i>Astoria Park Elementary</i> SCHOOL FACILITY/CAMPUS 2465 Atlas Road Tallahassee, Florida 32303</p>					
INSPECTION DATE									
INSPECTOR: LORENZO HILLMAN									
INSPECTOR SIGNATURE: <i>Lorenzo Hillman</i> 3-26-18									
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION					
				FISCAL YEAR: 2017-2018					
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.	7			Site-Wide	
2	0000	000	O	Remove Furniture From Egress in Pod Area.	3			Site-Wide	
3	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.	3			Site-Wide	SREF (13)(a). Capital Outlay
4	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	1			Site-Wide	
5	0000	000	O	Water Fountains Need to Be Cleaned and Maintained Regularly.	1			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.	1			Site-Wide	SREF (14)(b)3.a. Capital Outlay
7	0000	000	O	After-Market Furniture Needs to Have Labels Designating Materials Meets NFPA Standards.	0			Site-Wide	
8	0000	000	O	Playgrounds Can Only Be Used By Age Appropriate Children.	0			Site-Wide	
9	0000	000	M	Fire Alarm Equipment Not Installed in Several Locations. This is a Pre-Existing Condition and Should Be Itemized and Noted on the Annual Fire Alarm Inspection Report.	0			Site-Wide	Systems Department
10	0000	000	O	Playground Equipment Need to Be Pressure Washed.	0			Site-Wide	

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				 LEON COUNTY SCHOOLS							
INSPECTOR SIGNATURE				SIGNATURE DATE							
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<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				F.I.S.H. NUMBER 037-0401-040							
ASTORIA Park Elementary SCHOOL FACILITY/CAMPUS 2465 Atlas Road Tallahassee, Florida 32303											
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
11	0000	000	O	Air Fresheners, Deodorizers, Plug-Ins, and Scented Oils are Not Permitted By SREF.			0			Site-Wide	
12	0000	000	O	Install Wire Management at Student Computer Stations to Mitigate Trip/Tangle Hazard.			0			Site-Wide	
13	0000	000	O	Animals on Campus Shall Comply With LCS Policy 8390.			0			Site-Wide	
14	0000	000	M	Dumpsters Do Not Have Fencing Restricting Access to "Authorized Personnel" Only.			0			Site-Wide	Grounds Department
15	0000	000	O	Pressure Wash Wooden Ramps at Portables to Remove Yard Debris and Other Slip Surfaces.			0			Site-Wide	
16	0000	000	M	Wooden Playground, By Teacher Parking, Has Loose and Splintered Pieces.			0			Exterior Campus	
17	0000	000	M	Remove Cable and Conduit Growing Into and Attached to Tree, By Playgrounds Near Teacher Parking.			0			Exterior Campus	Systems Department
18	0000	000	M	Multiple Trees on Campus Appear to Have Dead/Dying Limbs/Branches; Needs to Be Evaluated By Qualified Personnel to Remove Hazardous Limbs/Branches.			0			Exterior Campus	Grounds Department
19	0000	000	M	At Faculty Parking, Plastic Covers Missing on Multiple Guy Wires.			0			Exterior Campus	Electrical Department
20	0000	000	M	Wooden Boards on Playground, By Teacher Parking, are Rotted and Splintered in Multiple Locations (Several Playgrounds).			0			Exterior Campus	Structural Department


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INSPECTOR SIGNATURE		SIGNATURE DATE		F.I.S.H. NUMBER					
TYPE OF INSPECTION				037-0401-040					
FIRE		CASUALTY		FISCAL YEAR: 2017-2018					
		SANITATION							
FACILITIES & CONSTRUCTION DEPARTMENT									
3420 W. THARPE ST., TALLAHASSEE, FL 32303									
COMPREHENSIVE SAFETY INSPECTION									
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21	0001	000	O	Parts of Building #1 Were Recently Renovated. An Inspection Needs to Be Done (1) Year After Certificate of Occupancy Issuance.	0			Building-Wide	Structural Department
22	0001	000	M	Privacy Dividers Missing at Urinals in Boys Gang Bathroom.	0			Building-Wide	
23	0001	000	C	(ADA)/Egress Compliant Hardware Missing From Required Doors.	0			Building-Wide	Capital Outlay
24	0001	000	O	Curtains on Windows and Bookcases Do Not Have Labels Designating Materials Meets (NFPA) Standards.	1			Building-Wide	
25	0001	101	C	Egress Door, Going From Recently Renovated Office Into Corridor, Does Not Have (ADA)/Egress Compliant Hardware.	0				Capital Outlay
26	0001	102	O	Remove Combustible Materials Hanging From Ceiling in Classroom.	0				
27	0001	102	M	Smoke Detector is Hanging Down Out of Ceiling.	0				Systems Department
28	0001	102 F	O	Keep Combustible Materials 3' Clear From the Perimeter of Electrical Panels.	4				
29	0001	102 K	O	Remove Storage From Mechanical Room.	1				
30	0001	104	O	Keep Combustible Materials 3' Clear From the Perimeter of the Hot Water Heater.	5				
31	0001	104 A	M	HVAC Unit, Mounted on Walls, is Damaged; Needs to Be Repaired or Replaced.	0				HVAC Department

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32	0001	104 A	O	Keep Combustible Materials 3' Clear From the Perimeter of Electrical Panels.		5							
33	0001	104 A	O	Remove Storage in Electrical Room.		3							
34	0001	106	M	Carpet is Loose in Corridor, Outside 01-106.		0						Carpet Shop	
35	0001	107	M	Exit Light Missing From Bathroom.		0						Electrical Department	
36	0001	108	M	Cafeteria Entry Doors, By Serving Line, are Slamming Closed.		0						Structural Department	
37	0001	108	M	Sprinkler Head is Hanging Out of the Ceiling In Cafeteria.		0						EH&S Department	
38	0001	108	M	Adjust Water Fountain, So Water is Contained to the Catch Basin.		0						Plumbing Department	
39	0001	108 F	O	Remove Storage in Mechanical Room.		4							
40	0001	108 F	M	Install Free Wire Properly (Going Through Ducts in Rated Wall).		1						HVAC Department	
41	0001	108 G	O	Means of Egress Shall Be Maintained at All Times.		3							
42	0001	108 L	M	HVAC Producing Excessive Amounts of Dust Collecting on Food Equipment and Air Vents.		2						HVAC Department	

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43	0001	108 L	O	Extension Cords Must Plug into Dedicated Outlet.				1				
44	0001	110	O	Remove Storage From Bathroom.				1				
45	0001	110	O	Remove Storage Within 18" of Sprinkler Head.				1				
46	0001	111	M	Remove Chevrons From Exit Light Showing Direction of Egress From Classroom Into Corridor Access From Pod.				0				Electrical Department
47	0001	112	M	Remove Chevrons From Exit Light Showing Direction of Egress From Classroom Into Corridor Access From Pod.				0				Electrical Department
48	0001	112	M	In Main Corridor, Remove Chevron From Exit Light Showing Direction of Egress Where Pod and Main Corridor Intersect.				0				Electrical Department
49	0001	113	M	Remove Chevron Showing Direction of Egress From Pod Area Into Corridor.				0				Electrical Department
50	0001	113 A	O	Remove Festive Lights Hanging In Classroom.				0				
51	0001	113 J	O	Remove Storage in Mechanical Room.				3				
52	0001	114 G	O	Remove Damaged Soap Dispenser.				0				
53	0001	114 H	O	Replace and Date Water Stained Ceiling Tiles.				1				

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54	0001	115	O	Remove Combustibles From the Ceiling.	3						
55	0001	115	O	Remove All After-Market Festive Lighting From Classrooms.	2						
56	0001	115 B	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.	1						
57	0001	115 D	O	Remove All After-Market Festive Lighting From Classrooms.	3						
58	0001	115 G	M	Light Switch Cover Missing.	0				Electrical Department		
59	0001	116	M	Sprinkler Head Is Hanging Out of Ceiling.	0				HVAC Department		
60	0001	166 A	O	Remove Combustible Materials Hanging From Ceiling.	0						
61	0001	116 G	O	Remove Storage From Mechanical Room.	2						
62	0001	116 G	O	Remove Cords Going Under Door (Surge Protector).	1						
63	0001	116 G	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.	1						
64	0001	116 H	O	Light Fixture Missing Cover.	0						

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65	0001	116 J	M	Sprinkler Head is Hanging Out of the Ceiling.			1				EH&S Department
66	0001	116 J	M	(ADA)/(F.I.S.H.) Sign Missing From Bathroom.			0				Sign Shop
67	0001	801	O	Remove Storage From Utility Room.			3				
68	0001	801	M	Handle on Gas Valve is Damaged/Missing.			0				HVAC Department
69	0001	801	M	Outside 01-801, GFCI Cover is Damaged.			0				Electrical Department
70	0002	000	O	Remove All After-Market Festive Lighting From Classrooms.			2			Building-Wide	
71	0002	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors.			2			Building-Wide	SREF 5(13)(a). Structural Department Capital Outlay
72	0002	000	M	Outside Building #2, Wooden Gazebo is Rotted With Splintered Wood, Exposed Nails, and Roof is Falling In.			0			Exterior Campus	Structural Department
73	0002	209	O	Keep Combustible Materials 2' Clear Perimeter of the Hot Water Heater.			1				
74	0002	210	O	Replace and Date Water Stained Ceiling Tiles.			1				

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75	0002	210	O	Lint Trap on Dryer Needs to Be Cleaned and Maintained Regularly.			0				
76	0002	213	O	Extension Cords Cannot Be Used as Permanent Power.			0				
77	0002	213	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.			2				
78	0003	000	O	Remove All After-Market Festive Lighting From Classrooms.			1			Building-Wide	Structural Department
79	0003	000	M	(ADA)/Egress Compliant Hardware Missing From Required Doors.			1			Building-Wide	Structural Department
80	0003	000	M	Exhaust Fans in Bathrooms are Inoperable.			0			Building-Wide	HVAC Department
81	0003	000	M	Knee Protection Missing at (ADA) Sinks.			0			Building-Wide	Structural Department
82	0003	000	M	Behind Building #3, Wooden Ramp, Modify Horizontal Slats in Railing to Comply With Entrapment Requirements.			0			Exterior Campus	Structural Department
83	0003	301 E	O	Remove Paper and Plastic Inside Light Fixtures.			1				
84	0003	302	O	Maintain Access to Exits At All Times.			1				
85	0003	302	O	Extension Cords Cannot Be Used as Permanent Power.			1				

2/13/2018

INSPECTION DATE

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Astoria Park Elementary
SCHOOL/FACILITY/CAMPUS
2465 Atlas Road
Tallahassee, Florida 32303

INSPECTOR SIGNATURE SIGNATURE DATE

TYPE OF INSPECTION

☒ FIRE ☒ CASUALTY ☒ SANITATION


FACILITIES & CONSTRUCTION DEPARTMENT
3420 W. THARPE ST., TALLAHASSEE, FL 32303
COMPREHENSIVE SAFETY INSPECTION
FISCAL YEAR: 2017-2018

F.I.S.H. NUMBER

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 Date	Site-Wide Building-Wide Exterior Campus or Portable	REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT
86	0003	302 A	O	Only Non-Combustible Shelving Can Be Used in the Kiln Room.	0				
87	0003	304	O	Remove Combustibles Attached to Light Fixtures.	0				
88	0003	310	O	By 03-310, Replace and Date Water Stained Ceiling Tiles.	0				
89	0003	315	M	Exterior Door Missing Closer.	1				Structural Department
90	0003	316	M	Exterior Door Missing Closer.	2				Structural Department
91	0003	316	M	Remove Old Rusted Road Signs.	0				Sign Shop
92	0003	316	M	Fire Sprinkler Controls Sign Needs to Be Re-Attached.	0				Sign Shop
93	0003	316	M	Paint on Door is Peeling and Chipped.	0				Paint Shop
94	0003	316	O	Cut Weeds Back From HVAC Equipment.	0				
95	0003	316	M	Boiler Certification is Expired.	1				HVAC Department
96	0003	317	O	Room is Required to Be Swept and Maintained Regularly.	3				
97	0003	317	M	Exterior Door Missing Closer.	1				Structural Department

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COMPREHENSIVE SAFETY INSPECTION								
Item #	Building Number	Room Number	M O C	Deficiency Description and Corrective Action Required				
98	0003	317	M	Fire Extinguisher is Missing From Electrical Room.				0
99	0004	000	M	Exterior Door Missing Closer.				1
100	0005	501	M	Exterior Door Missing Closer.				1
101	0005	501	O	Accessibility to Fire Sprinkler Drain Shall Be Maintained at All Times for Testing and Inspections.				6
102	0005	501	M	Fire Sprinkler Controls Sign Needs to Be Re-Attached.				0
103	0005	501	O	Gas Powered Equipment is Required to Be Stored in a Properly Ventilated Storage Location.				5
104	0089	134	M	Ramp Leading Up to Portable is Loose and Leaning Needs to Be Repaired or Replaced.				1
105	0089	134	M	Cover Exposed Pipe Under Ramp.				1
106	0089	134	M	Wooden Slat on Railing Missing or Damaged.				1
107	0089	134	O	Remove Weeds Growing in Skirting Around Portable.				0
108	0089	134	O	Remove Combustibles From the Ceiling.				1
109	0089	134	M	Emergency Light Inoperable.				1
110	0089	134	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggybacking.				1
				Site-Wide Building-Wide Exterior Campus or Portable				REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT
				EH&S Department				
				Structural Department				
				Structural Department				
				Sign Shop				
				Structural Department				
				Structural Department				
				Structural Department				
				Portable				
				Portable				
				Portable				
				Electrical Department				

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111	0089	134	M	Modify Both Thresholds to Comply with Egress Requirements.	1			Portable	Structural Department	
112	0089	134	M	Reconfigure or Adjust Wooden Ramp Leading to Portable to Meet (ADA) Accessibility Code Requirements.	2			Portable	Structural Department	
113	0089	134	M	Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	3			Portable	Structural Department	
114	0089	134	M	Handrails Do Not Comply with (ADA)/Egress Requirements.	0			Portable	Structural Department	
115	0089	134 A	M	Replace and Date Water Stained Ceiling Tiles With Light Fixture.	0			Portable	Electrical Department	
116	0089	155	M	Wooden Ramp, Going in Into Portable, Is Rotted and Damaged in Multiple Locations.	0			Portable	Structural Department	
117	0089	155	M	Wooden Ramp, at Concrete Transition, Is Damaged and Does Not Meet (ADA)/Egress Requirements.	0			Portable	Structural Department	
118	0089	155	O	Remove Weeds Growing in Skirting and Through Deck of Wooden Ramp.	0			Portable	Structural Department	
119	0089	155	M	Main Entry/Exit Door Will Not Close and Latch Properly.	0			Portable	Structural Department	
120	0089	155	M	Modify Threshold to Comply with (ADA)/Egress Requirements.	0			Portable	Structural Department	
121	0099	155 B	M	Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	3			Portable	Structural Department	

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<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION													
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	
122	0099	428	M					Handrails on Wooden Ramp Leading to Portable are Not (ADA) Compliant.	3			Portable	Structural Department
123	0099	428	M					Repair Obvious Water Damage in Ceiling in and Around Bathroom.	1			Portable	Structural Department
124	0099	428	M					Floor, in Both Bathrooms, Is Loose and Sagging.	0			Portable	Carpet Shop
125	0099	428	M					Emergency Light Inoperable.	0			Portable	Electrical Department
126	0099	428 B	M	Lock Feature on Door is Inoperable.	0			Portable	Locksmith 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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>									
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 <i>Michael Sanders 3/29/18</i>													