

05/22/15

INSPECTION DATE

Inspector Signature

SIGNATURE DATE



LEON COUNTY SCHOOLS
MAINTENANCE DEPARTMENT
 "Our hands keep their minds working"

Astoria Park Elementary
 SCHOOL/FACILITY/CAMPUS

037-0401-040
 F.I.S.H./F.I.C.E. NUMBER

2465 Atlas Rd. Tallahassee
 ADDRESS

TYPE INSPECTION

☒ FIRE SAFETY ☒ CASUALTY ☒ SANITATION

COMPREHENSIVE SAFETY INSPECTION - STANDARD

FISCAL YEAR 2014-15

Dept	Work Order	Building Number	Room Number	M O C	Estimated Cost	Deficiency Description and Corrective Action Required	Number of Times Def. Cited Before	Sched for Correction NLT	Completion Date	Line Item #
	0	0000	000	O	0	Sitewide-Remove wooden chocks from corridor/rated doors.	4	Immed.		1
	0	0000	000	O	0	Site wide-verify that after market furniture in classrooms have labels designating materials meets NFPA standards.	0	Immed.		2
	0	0000	000	O	0	Site wide-fire extinguisher tags must be filled out monthly and report sent to the district.	1	Immed.		3
	0	0000	000	O	0	Pre-K gate should remain locked at all times.	0	Immed.		4
	0	0000	000	O	0	Site wide-keep all gates locked at all times.	0	Immed.		5
	0	0001	000	O	0	Building wide-In pod areas keep egress clear of furniture at all times.	2	Immed.		6
	0	0001	000	C	0	Building wide-ADA door handles need to be installed.	0	Immed.		7
	0	0001	101 P	C	0	Clinic restroom does not meet ADA requirements.	0	Immed.		8
	0	0001	101 P	O	0	Remove storage from clinic.	0	Immed.		9
	0	0001	102 D	O	0	Extension cords cannot be used as permanent power.	1	Immed.		10
	0	0001	102 F	O	0	Remove combustible materials in front of electric panel.	1	Immed.		11
	0	0001	102 F	O	0	Sink needs to be cleaned on a daily basis.	0	Immed.		12
	0	0001	102 H	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		13
	0	0001	102 K	O	0	Remove ceiling tiles from mechanical room.	0	Immed.		14
	0	0001	103 A	O	0	No access.	3	Immed.		15
	0	0001	103 B	O	0	Replace missing ceiling tile.	0	Immed.		16
	0	0001	104	O	0	No storage within 2 ft. perimeter of hotwater heater.	2	Immed.		17

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Signature of facility administrator attesting to Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

☒ Yes ☐ No

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	0	0001	104 A	O	0	No storage within 3 ft perimeter of electric panel.	2	Immed.		18
	0	0001	104 A	O	0	Remove stroage from electrical room.	0	Immed.		19
	0	0001	108	O	0	In corridor near 01-108 remove chairs stored in egress corridor.	3	Immed.		20
	0	0001	108 F	O	0	Remove storage from mechanical room.	1	Immed.		21
	0	0001	108 F	O	0	Remove storage from mechanical room.	0	Immed.		22
	0	0001	108 G	O	0	Ramp leading up to stage keep entry way onto stage clear at all times.	1	Immed.		23
	0	0001	108 G	O	0	Keep egress path clear at all times.	0	Immed.		24
	0	0001	108 K	O	0	Toilet paper needed.	0	Immed.		25
	0	0001	109	O	0	No access.	0	Immed.		26
	0	0001	110	O	0	Remove storage from within 18 in. of sprinkler head.	1	Immed.		27
	0	0001	111 J	O	0	Fire extinguisher tag is outdated needs to be replaced with one from the spare pool.	1	Immed.		28
	0	0001	111 J	O	0	Inspect and date fire extinguisher.	0	Immed.		29
	0	0001	111 J	O	0	Sweep mechanical room on a regular basis.	0	Immed.		30
	0	0001	112 E	O	0	Repair toilet paper dispenser.	0	Immed.		31
	0	0001	112 F	O	0	Toilet paper needed.	0	Immed.		32
	0	0001	112 H	O	0	Keep 3' clearance in front of panel board.	0	Immed.		33
	0	0001	113 B	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		34

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	0	0001	113 C	O	0	Keep egress path clear at all times.	0	Immed.		35
	0	0001	113 D	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		36
	0	0001	113 G	O	0	Remove table blocking ADA restroom.	0	Immed.		37
	0	0001	113 J	O	0	Inspect and date fire extinguisher.	0	Immed.		38
	0	0001	113 J	O	0	Remove storage from mechanical room.	0	Immed.		39
	0	0001	114 G	O	0	Clean floor	0	Immed.		40
	0	0001	114 J	O	0	Inspect and date fire extinguisher.	0	Immed.		41
	0	0001	115	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		42
	0	0001	115 A	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		43
	0	0001	115 B	O	0	Remove combustible materials hanging from the ceiling.	0	Immed.		44
	0	0001	115 B	O	0	Extension cords cannot be used as permanent power.	0	Immed.		45
	0	0001	115 B	O	0	No cords are allowed across door egress path.	0	Immed.		46
	0	0001	115 D	O	0	Remove festive lighting hung throughout classroom.	1	Immed.		47
	0	0001	115 E	O	0	Restroom needs to be cleaned on a daily basis.	0	Immed.		48
	0	0001	115 F	O	0	Restroom needs to be cleaned on a daily basis.	0	Immed.		49
	0	0001	115 H	O	0	Keep 3' clearance in front of panel board.	0	Immed.		50
	0	0001	116 B	O	0	Remove combustible curtains in classroom.	0	Immed.		51
	0	0001	116 C	O	0	Draperies/curatins/valences in classroom do not have appropriate document-	2	Immed.		52
						tation certifying the fabric is flame retardant.				

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	0	0001	116 C	O	0	Fire extinguisher needs to be inspected and dated.	0	Immed.		53
	0	0001	116 C	O	0	Remove combustible curtains hanging from bookshelves in classroom.	0	Immed.		54
	0	0001	116 D	O	0	Draperies/curtains/valences in classroom do not have appropriate documentation certifying the fabric flame retardant.	1	Immed.		55
	0	0001	116 D	O	0	Remove combustible curtains in classroom.	0	Immed.		56
	0	0001	116 G	O	0	No access.	1	Immed.		57
	0	0001	116 G	O	0	Fire extinguisher needs to be inspected and dated.	0	Immed.		58
	0	0001	801	O	0	Remove storage from utility room.	0	Immed.		59
	0	0002	000	C	0	Building wide-install ADA door handles.	0	Immed.		60
	0	0002	202	O	0	Inspect and date fire extinguisher.	0	Immed.		61
	0	0002	205	O	0	Remove cabinet from restroom.	0	Immed.		62
	0	0002	206	O	0	Sweep and clean room on a daily basis.	0	Immed.		63
	0	0002	209	O	0	Label chemicals in bottles.	0	Immed.		64
	0	0002	210	O	0	Lint needs to be cleaned from dryer after each use.	0	Immed.		65
	0	0002	210	O	0	Inspect and date fire extinguisher.	0	Immed.		66
	0	0002	210	O	0	Remove combustible curtains in classroom.	0	Immed.		67
	0	0002	210 B	C	0	Install ADA code compliant lavatory handles.	0	Immed.		68
	0	0002	211	O	0	Remove combustible materials hanging from ceiling.	1	Immed.		69
	0	0002	212	O	0	Extension cords cannot be used as permanent power.	0	Immed.		70

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	0	0002	212	O	0	Remove festive lighting hung throughout classroom.	0	Immed.		71
	0	0002	212	O	0	Extension cords cannot be used as permanent power.	0	Immed.		72
	0	0002	212 B	O	0	Clean restroom on a daily basis.	0	Immed.		73
	0	0002	213	O	0	Extension cords cannot be used as permanent power.	1	Immed.		74
	0	0003	302	O	0	Remove festive lighting hanging in classroom.	0	Immed.		75
	0	0003	302	O	0	Extension cords cannot be used as permanent power.	0	Immed.		76
	0	0003	310	O	0	In corridor outside of 03-310 replace and date water stained ceiling tile.	0	Immed.		77
	0	0003	313	O	0	Remove table from ADA restroom.	0	Immed.		78
	0	0003	314	O	0	Replace missing ceiling tile.	0	Immed.		79
	0	0003	316	C	0	Chiller pumps are located in boiler room.	0	Immed.		80
	0	0003	317	O	0	Sweep room on a regular basis.	0	Immed.		81
	0	0005	501	O	0	Access to Inspector's Test and drain for sprinkler system must be main-	3	Immed.		82
						tained at all times.				
	0	0005	501	O	0	Gas powered equipment needs to be stored in proper location.	2	Immed.		83
	0	0089	134	O	0	Light fixture is missing cover.	2	Immed.		84
	0	0089	134 B	O	0	No current SREF report posted in this portable.	3	Immed.		85
	0	0099	155	O	0	Main entry way security light is missing cover.	3	Immed.		86
	0	0099	155	O	0	No current SREF report is posted in this portable.	3	Immed.		87
	0	0099	155	O	0	Main entry cover needs to be put back on light fixture.	2	Immed.		88

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	0	0099	155 B	C	0	Install ADA code compliant door hardware and lock.	0	Immed.		89
	0	0099	428 A	C	0	Install ADA code compliant door hardware and locks.	0	Immed.		90
	0	0099	428 B	O	0	Install toilet paper dispenser.	0	Immed.		91
CAR	490702	0001	114 E	M	0	Repair tile.	0	07/02/15		92
ELE	490705	0000	000	M	0	Covered pavilion-install GFCI weather proof cover.	0	07/02/15		93
ELE	490705	0000	000	M	0	Covered pavilion-repair switch cover.	0	07/02/15		94
ELE	490705	0001	000	M	0	Building wide-exhaust fan/light switches are not code compliant. Fan shall	0	07/02/15		95
						turn on with light.				
ELE	490705	0001	101 P	M	0	Bathroom fan does not come on with light switch. Fan does not run for 10	0	07/02/15		96
						minutes after switch is turned off.				
ELE	490705	0001	102	M	0	Exhaust fan/light switch is not code compliant. Exhaust fan does not have	0	07/02/15		97
						required delay per code.				
ELE	490712	0001	104 A	M	0	Install panel board cover screws.	0	07/02/15		98
ELE	490712	0001	104 A	M	0	Label panel board K.	0	07/02/15		99
ELE	490712	0001	104 A	M	0	Install GFCI receptacles.	0	07/02/15		100
ELE	490712	0001	104 A	M	0	Openings in panel board K.	0	07/02/15		101
ELE	490712	0001	104 A	M	0	Openings in panel board emergency.	0	07/02/15		102
ELE	490712	0001	108	M	0	Right side of the fly machine is inoperable.	0	07/02/15		103
ELE	490743	0001	112	M	0	Exit sign is inoperable.	0	07/02/15		104

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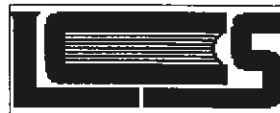
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ELE	490743	0001	113	M	0	Exit sign is inoperable in normal mode.	0	07/02/15		105
ELE	490743	0001	114 G	M	0	Light and exhaust fan switch is not code compliant.	0	07/02/15		106
ELE	490743	0001	116 C	M	0	Exit light is inoperable in normal mode.	1	07/02/15		107
ELE	490743	0001	116 D	M	0	Exit sign is inoperable.	0	07/02/15		108
ELE	490749	0003	305	M	0	Verify receptacle is a GFCI receptacle.	0	07/02/15		109
ELE	490749	0003	306	M	0	Verify receptacle is a GFCI receptacle.	0	07/02/15		110
ELE	490749	0089	134	M	0	Exhaust fan in restroom does not have 10 minute delay.	0	07/02/15		111
ELE	490749	0099	155	M	0	Emergency light is inoperable.	1	07/02/15		112
ELE	490749	0099	155	M	0	Exhaust fan in restroom does not have 10 minute delay.	0	07/02/15		113
ELE	490751	0099	428	M	0	Exterior light is inoperable.	0	07/02/15		114
ELE	490751	0099	428	M	0	Install additional egress lights.	0	07/02/15		115
ELE	490751	0099	428 A	M	0	Exhaust fan in restroom is not staying on for 10 minute delay.	0	07/02/15		116
ELE	490751	0099	428 A	M	0	Exhaust fan in restroom is missing cover.	0	07/02/15		117
ELE	490751	0099	428 B	M	0	Exhaust fan in restroom is not staying on for 10 minute delay.	0	07/02/15		118
HVA	490760	0001	108	M	0	In kitchen area clean ceiling tiles around air diffusers. (Dust)	2	07/02/15		119
HVA	490760	0001	108 L	M	0	Clean exhaust baffles	0	07/02/15		120
HVA	490760	0001	113 F	M	0	Exhaust fan is inoperable.	0	07/02/15		121
HVA	490760	0001	114 E	M	0	Exhaust fan is inoperable.	0	07/02/15		122
HVA	490760	0001	114 F	M	0	Exhaust fan is inoperable.	0	07/02/15		123

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HVA	490762	0001	104	M	0	Cover is missing off of exhaust fan.	1	07/02/15		124
HVA	490762	0003	000	M	0	Building wide-exhaust fans do not appear to be operating properly.	0	07/02/15		125
HVA	490762	0003	316	M	0	Chiller pump is leaking.	0	07/02/15		126
PLU	490764	0000	000	M	0	Playground water fountain is leaking and spraying water.	0	07/02/15		127
PLU	490764	0001	111 E	M	0	Repair lavatories	0	07/02/15		128
PLU	490764	0001	111 F	M	0	Repair lavatories	0	07/02/15		129
PLU	490764	0001	111 J	M	0	Remove abandoned plumbing pipe and seal penetrations.	0	07/02/15		130
PLU	490764	0001	112 E	M	0	Repair lavatory.	0	07/02/15		131
PLU	490764	0001	112 E	M	0	Toilet needs to be installed in restroom.	0	07/02/15		132
PLU	490764	0001	112 F	M	0	Repair lavatory.	0	07/02/15		133
PLU	490765	0001	113 E	M	0	Repair lavatory	0	07/02/15		134
PLU	490765	0001	114 E	M	0	Toilet seat is broken needs to be repaired or replaced.	0	07/02/15		135
PLU	490765	0001	115 E	M	0	Lavatory is leaking.	0	07/02/15		136
PLU	490765	0002	205	M	0	Lavatory is leaking.	0	07/02/15		137
ROF	490766	0001	000	M	0	Exterior northside of Building 1 investigate gutters for leaks.	0	07/02/15		138
ROF	490766	0001	104	M	0	Keep roof access clear at all times.	0	07/03/15		139
ROF	490766	0001	104	M	0	In corridor across from 01-104 above ceiling tile with smoke detector in it	0	07/02/15		140
						investigate possible roof leak.				
SAF	490767	0000	000	M	0	Fire hydrant is past due for annual inspection.	0	07/02/15		141

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SAF	490767	0001	000	M	0	Exterior northside of Building 1 clean and remove mold.	0	07/02/15		142
SAF	490767	0001	106 A	M	0	Install bracket and add fire extinguisher.	0	07/02/15		143
SAF	490767	0001	108	M	0	Corridor near 01-108 southside sprinkler head needs to be installed properly.	0	07/02/15		144
SAF	490767	0001	801 L	M	0	Clean dust from sprinkler heads.	0	07/02/15		145
SAF	490768	0001	108 D	M	0	Sprinkler head in freezer needs to be sealed properly.	2	07/02/15		146
SAF	490768	0001	108 L	M	0	Verify that cooking appliances are positioned right under suppression system.	0	07/02/15		147
SAF	490768	0002	000	M	0	Exterior of Building 2 in several locations areas need to be cleaned and remove mold.	0	07/02/15		148
SAF	490768	0002	203	M	0	Repair sprinkler head.	0	07/02/15		149
SAF	490768	0002	210	M	0	Range hood is inoperable need to be repaired or replaced.	0	07/02/15		150
SGN	490769	0001	002 N	M	0	Next to 01-002N install FISH sign and ADA handicapped sign.	0	07/02/15		151
SGN	490769	0001	106 A	M	0	Install sign for fire extinguisher.	0	07/02/15		152
SGN	490769	0001	107	M	0	Remove fire extinguisher located inside sign.	0	07/02/15		153
SGN	490769	0001	114	M	0	Install FISH signs for classrooms.	0	07/02/15		154
STR	490783	0000	000	M	0	Playground-repair rotten and splintered boards on playground equipment.	0	07/03/15		155
STR	490783	0000	000	M	0	Dumpster is missing lid.	0	07/03/15		156
STR	490783	0001	101 L	M	0	Remove storage shelves within 18 inches of sprinkler heads.	3	07/03/15		157

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The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Signature Date

05/22/15

-INSPECTION DATE



LEON COUNTY SCHOOLS
MAINTENANCE DEPARTMENT
 "Our hands keep their minds working."

Astoria Park Elementary
 SCHOOL/FACILITY/CAMPUS

037-0401-040

F.I.S.H./F.I.C.E. NUMBER

INSPECTOR SIGNATURE

SIGNATURE DATE

TYPE INSPECTION

☒ FIRE SAFETY
 ☒ CASUALTY
 ☒ SANITATION

COMPREHENSIVE SAFETY INSPECTION - STANDARD

FISCAL YEAR 2014-15

2465 Atlas Rd. Tallahassee

ADDRESS

Dept	Work Order	Building Number	Room Number	M O C	Estimated Cost	Deficiency Description and Corrective Action Required	Number of Times Def. Cited Before	Sched for Correction NLT	Completion Date	Line Item #
STR	490783	0001	105	M	0	Door is not closing properly need to be repaired or replaced.	0	07/03/15		158
STR	490783	0001	107	M	0	Door is not closing properly need to be repaired or replaced.	0	07/03/15		159
STR	490783	0001	108 G	M	0	Fire rated doors are not closing properly need to be repaired or replaced.	0	07/03/15		160
STR	490783	0001	111 B	M	0	Add weather stripping to bottom of exterior door.	1	07/03/15		161
STR	490783	0001	116 B	M	0	Doors leading out into corridor need to be adjusted to close properly.	1	07/03/15		162
STR	490783	0001	116 H	M	0	Door is not closing properly need to be repaired or replaced.	0	07/03/15		163
STR	490784	0002	000	M	0	Building wide-hardware on classroom doors does not comply with egress/ADA requirements.	1	07/03/15		164
STR	490784	0002	202	M	0	Exterior door closer is not operating properly.	0	07/03/15		165
STR	490784	0002	202	M	0	Install proper weather stripping.	0	07/03/15		166
STR	490784	0002	209	M	0	Install door closer.	0	07/03/15		167
STR	490785	0003	302	M	0	Exterior door is not closing properly need to be repaired or replaced.	0	07/03/15		168
STR	490785	0003	308	M	0	Door closer is not operating properly need to be repaired or replaced.	0	07/03/15		169
STR	490785	0003	310	M	0	Investigate water damage.	0	07/03/15		170
STR	490785	0003	310	M	0	Seal hole in ceiling.	0	07/03/15		171
STR	490786	0089	134	M	0	Ramp leading up to portable have boards that are rotten need to be replaced	0	07/03/15		172
STR	490786	0089	134	M	0	Handrails leading up to portable need to be code compliant.	0	07/03/15		173
STR	490786	0089	134	M	0	Install lattice around ramps and stairs leading up to portable.	0	07/03/15		174
STR	490787	0099	155	M	0	Closer is damaged on secondary egress door.	1	07/03/15		175

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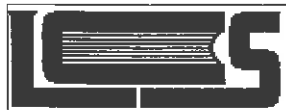
☐ Yes ☐ No

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COMPREHENSIVE SAFETY INSPECTION - STANDARD

TYPE INSPECTION

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 ☒ CASUALTY
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FISCAL YEAR 2014-15

2465 Atlas Rd. Tallahassee

ADDRESS

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STR	490787	0099	155	M	0	Ramp leading up to portable has loose nails and boards needs to be resecured and reanchored.	1	07/03/15		176
STR	490787	0099	155 B	M	0	Install lattice around ramp and stairs leading up to portable.	0	07/03/15		177
STR	490789	0099	155 B	M	0	Handrails leading up to portable need to be code compliant.	0	07/03/15		178
STR	490789	0099	428	M	0	Lattice around portable is damaged need to be replaced.	0	07/03/15		179
STR	490789	0099	428	M	0	Handrails leading up to portable need to be code compliant.	0	07/03/15		180
STR	490789	0099	428	M	0	Install lattice around ramp and stairs leading up to portable.	0	07/03/15		181
STR	490789	0099	428 A	M	0	Wall in portable has been damaged need to be repaired.	0	07/03/15		182
STR	490789	0099	428 A	M	0	Install door stop.	0	07/03/15		183
SYS	490790	0000	000	M	0	Outside of 01-800 emergency call box is not operating properly.	0	07/03/15		184
SYS	490790	0001	103 C	M	0	Across from 01-103C remove pull station.	0	07/03/15		185
SYS	490790	0001	104	M	0	Corridor across from 01-104 replace ceiling tile with smoke detector in it.	0	07/03/15		186
SYS	490790	0001	104 A	M	0	Install over current protection lock on fire alarm breaker.	0	07/03/15		187
SYS	490790	0001	104 A	M	0	Opening in security panel.	0	07/03/15		188
SYS	490790	0001	104 A	M	0	Switch board openings at top of switch board.	0	07/03/15		189
SYS	490791	0089	134	M	0	Visual notification device is missing from this portable.	1	07/03/15		190
SYS	490791	0099	155	M	0	Visual notification device is missing from this portable.	1	07/03/15		191
SYS	490791	0099	428	M	0	Visual notification device is missing from this portable.	1	07/03/15		192
WEL	490792	0001	112	M	0	Remove gate from corridor.	0	07/03/15		193

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Signature Date

05/22/15
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COMPREHENSIVE SAFETY INSPECTION - STANDARD

TYPE INSPECTION

FISCAL YEAR 2014-15

☒ FIRE SAFETY ☒ CASUALTY ☒ SANITATION

Dept	Work Order	Building Number	Room Number	M O C	Estimated Cost	Deficiency Description and Corrective Action Required	Number of Times Def. Cited Before	Sched for Correction NLT	Completion Date	Line Item #

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Signature of facility administrator attesting to Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Signature Date



Memorandum

TO: Dr. Marsha Sanders, Principal, Astoria Park Elementary School

FROM: LaRoderick E. McQueen LCS Building Code Official

DATE: July 28, 2015

RE: **STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES "SREF" INSPECTION**

It has been brought to my attention that items listed below have been cited 3 or more times (2012, 2013 and 2014) on the State Requirements for Educational Facilities "SREF" Inspection by the LCS Inspectors.

All of the deficiencies must be corrected. We will be conducting additional inspections to verify that all line items, which were previously cited, have been corrected by your staff.

SREF Line Items which have been cited:

1. 0000-000: Site wide-remove wooden chocks from corridor/rated doors.
15. 0001-103A: No access.
20. 0001-108: In corridor near 01-108 remove chairs stored in egress corridor.
82. 0005-501: Access to Inspector's Test and drain for sprinkler system must be maintained at all times.
85. 0089-134B: No current SREF inspection posted in this portable.
86. 0099-155: Main entry way security light is missing cover.
87. 0099-155: No current SREF inspection posted in this portable.

This department will forward its findings to the Board, upon completion of the re-inspection.

If you have any questions, please feel free to contact the Building Code Department @ 617-1838.

LaRoderick E. McQueen
LCS Building Code Enforcement Official

Site Administrator

8/4/15
Date

Cc: Dr. Randy Pridgeon, Divisional Director (with attachments)