



# Memorandum

**To:** Mr. Billy Millard, Principal, Buck Lake Elementary School  
 Ms. Angela Quiggins, Assistant, Principal, Buck Lake Elementary School  
 Mr. Alvin "Butch" Watkins, Interim Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

**From:** Mr. Juan E. Williams, Coordinator, Fire & Safety *J.E.W.*

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

**Date:** February 13, 2020

**Subject:** SREF Inspection for Buck Lake 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 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](mailto: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)\*\**

*\*\*The SREF Inspection Reports for each individual portable on site are required by state to be posted. Please post the SREF Inspection Report in their respective portables in a visible location.*

If you have any questions or comments regarding any items noted on this report, please feel free to contact **Mr. Juan E. Williams at the Code Enforcement Department at (850) 617-1814 or email at [williamsj20@leonschools.net](mailto:williamsj20@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT


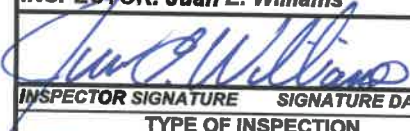
**Cc:** Ms. Susan "Sue" Kraul, Director of Elementary Schools (with attachments)


*"Our Hands Keep Their Minds Working"*


Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138  
 (850) 617-1838 · Fax (850) 617-1790

[www.lcscodeenforcement@leoncountyschools.net](http://www.lcscodeenforcement@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), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."*

2/13/2020				 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p><b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2019-2020</p>		<b>Buck Lake Elementary School</b> <b>SCHOOL/FACILITY/CAMPUS</b> 1600 Pedrick Road Tallahassee, Florida 32317				
INSPECTION DATE										
INSPECTOR: Juan E. Williams										
 INSPECTOR SIGNATURE      SIGNATURE DATE										
TYPE OF INSPECTION						F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION						037-0521-052				
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	After market furniture shall be NFPA approved and the label must be displayed.	2			Site Wide		
2	0000	000	O	Fall surfaces on the playgrounds need to be maintained regularly.	5			Site Wide		
3	0000	000	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	3			Site Wide		
4	0000	000	O	Animals on campus need to comply with LCSB Policy 8390.	2			Site Wide		
5	0000	000	O	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district.	1					
6	0000	000	O	Overhead playground - Gaps in concrete need to be filled, outside of #11.	0					
7	0001	103	O	Wall coverage > 20% - Remove combustible items off walls.	0					
8	0001	104	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	0					
9	0001	104	O	Wall coverage > 20% - Remove combustible items off walls.	0					
10	0001	109	O	Housekeeping - Remove all combustibles from floor area. Keep area clear at all times.	0					
11	0001	113	O	All electrical outlets not in use are required to have plug coverings installed.	0					
12	0002	000	M	Outdoor Turf outside of room #2 needs to be filled or repaired along fence.	0				Grounds Department	
13	0002	209	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	0					
14	0002	210	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	0					
15	0005	000	O	Remove storage items from ramp going to stage. Ramp should remain clear at all times.	1					
16	0005	501A	O	Kiln Room - Replace combustible shelving in room with steel rack shelving,	0					
17	0005	501A	M	Exhaust in Kiln Room inoperable.	0				Electrical Department	

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18	0005	502	O	Ramp area leading to stage needs to be kept clear at all times.	0					
19	0005	505	O	Maintain access to ADA ramp from stage.	2					
20	0005	505B	O	Replace ceiling tile that has hole.	0					
21	0006	602A	O	Housekeeping - Remove all combustibles from floor area. Keep area clear at all times.	0					
22	0006	606	M	Replace stained ceiling tile > 10'.	0				Structural Department	
23	0006	607A	O	Housekeeping - Remove all combustibles from floor area and Safe Corner Storage Room. Keep area clear at all times.	0					
24	0007	702	O	Replace stained ceiling tile.	0					
25	0007	709A	O	Temporary extension cords cannot be used as permanent power.	0					
26	0011	101	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	0					
27	0011	102	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	0					
				<b>END OF SREF INSPECTION REPORT</b>						
A re-inspection of the identified deficiencies will be performed approximately _____ days subsequent of inspection date. <b>Re-Inspection Date:</b> _____										
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 type="checkbox"/> NO <input type="checkbox"/>										
Reviewed Emergency Generator Report.              YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Generator Report up-to-date as of SREF Inspection.              YES <input type="checkbox"/> NO <input type="checkbox"/>										

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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