



# Memorandum

**To:** Mr. Ron Wetherington, Principal, Buck Lake Elementary School  
 Ms. Angela Quiggins, Assistant, Principal, Buck Lake Elementary School  
 Mr. Ryan Peck, Interim Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

**From:** Mr. Tonnie Rollins, Project Manager, Fire & Safety Inspector *T&L*

**Through:** Mr. LaRoderick E. McQueen, Certified Building Official/ Divisional Director *LSMC*

**Date:** April 12, 2024

**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. Katheryn White at [whitek3@leonschools.net](mailto:whitek3@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. Tonnie Rollins at the Code Enforcement Department at (850) 617-1800 or email at [rollinst2@leonschools.net](mailto:rollinst2@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT



**Cc:** Ms. Anicia Robinson, 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](mailto: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."*

02/15/2024				 <p style="margin-top: 10px;">FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024</p>		<b>Buck Lake Elementary School</b>				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: <b>Tonnie Rollins</b>						1600 Pedrick Road				
						Tallahassee, Florida 32317				
INSPECTOR SIGNATURE      SIGNATURE DATE				F.I.S.H. NUMBER						
TYPE OF INSPECTION				037-0521-052						
<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
1	0000	000	O	After market furniture shall be NFPA approved and the label must be displayed.	5			Site Wide	
2	0000	000	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	6			Site Wide	
3	0001	000	M	Check Building #1 Rooms 100 and 103 for leaks.	0				Plumbing Department
4	0001	100	O	Replace water stained and/or broken ceiling tile(s).	0				SREF 5 (2)(e)(8)j
5	0001	103	O	Replace water stained and/or broken ceiling tile(s).	0				SREF 5 (2)(e)(8)j
6	0001	103	O	Remove hanging combustible materials from ceiling.	1				NFPA 101-10.3.1
7	0005	504D	O	Electrical panel box is blocked.	0				
8	0005	509	O	Improper storage. Room is not designated storage on FISH report. Remove storage or add initiation device.	0				
9	0010	000	C	More flammable storage needed,	1				
10	0011	107A	O	Housekeeping - keep area clear of combustibles at all times.	1				
11	0099	311	O	NO DEFICIENCIES FOUND	0				
12	0099	467	O	NO DEFICIENCIES FOUND	0				
13	0099	478	O	NO DEFICIENCIES FOUND	0				
<b>END OF SREF INSPECTION REPORT</b>									

A re-inspection of the identified deficiencies will be preformed 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 ☐

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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



04/03/2023				 <p>LEON COUNTY SCHOOLS</p> <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2022-2023</p>		<b>Buck Lake Elementary School</b> <b>SCHOOL/ FACILITY/CAMPUS</b> 1600 Pedrick Road Tallahassee, Florida 32317				
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INSPECTOR: Mark A. Evans										
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1	0000	000	O	After market furniture shall be NFPA approved and the label must be displayed.	5			Site Wide		
2	0000	000	O	Fall surfaces on the playgrounds need to be maintained regularly. <i>Corrected</i>	8			Site Wide		
3	0000	000	O	Remove combustibles hanging on fixtures in classrooms. NFPA 101-10.3.1	6			Site Wide		
4	0000	000	M	Change out buckled ceiling tiles in hallway between rooms (Bldg. 03-300 and 04-400). Per BMS ceiling tiles need to be replaced from full length to half length. <i>Corrected</i>	0				Structural Department	
5	0001	000	M	Check Building #1 Rooms 100 and 103 for leaks.	0				Plumbing Department	
6	0001	100	O	Replace water stained and/or broken ceiling tile(s).	0				SREF 5 (2)(e)(8)j	
7	0001	103	O	Replace water stained and/or broken ceiling tile(s).	0				SREF 5 (2)(e)(8)j	
8	0001	103	O	Remove hanging combustible materials from ceiling.	1				NFPA 101-10.3.1	
9	0005	504D	O	Electrical panel box is blocked.	0					
10	0005	509	O	Improper storage. Room is not designated storage on FISH report. Remove storage or add initiation device.	0					
11	0010	000	C	More flammable storage needed,	1					
12	0011	107A	O	Housekeeping - keep area clear of combustibles at all times.	1					
13	0099	311	O	NO DEFICIENCIES FOUND	0					
14	0099	467	O	NO DEFICIENCIES FOUND	0					
15	0099	478	O	NO DEFICIENCIES FOUND	0					
END OF SREF INSPECTION REPORT										

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A re-inspection of the identified deficiencies will be preformed approximately _____ days subsequent of inspection date. <span style="float: right;"><b>Re-Inspection Date:</b> _____</span>										
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. <span style="float: right;"> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </span>										
Reviewed Emergency Generator Report. <span style="float: right;"> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </span> Emergency Generator Report up-to-date as of SREF Inspection. <span style="float: right;"> <input type="checkbox"/> YES         <input type="checkbox"/> NO       </span>										
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





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1	0099	311		NO DEFICIENCIES FOUND				Portable	
				END OF SREF INSPECTION REPORT					
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1	0099	467		NO DEFICIENCIES FOUND				Portable	
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1	0099	478		NO DEFICIENCIES FOUND					Portable		
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