

To:

Mr. Ryan Peck, Director of Maintenance Mr.
Danny Allbritton, Director of Construction

From: Mr. LaRoderick E. McQueen, Certified Building Official / Divisional Director

Date:

Subject: SREF Inspection Report –

Attached to this memorandum is the State Requirements for Educational Facilities (SREF) Inspection Report for the referenced facility. This report outlines identified deficiencies along with the corresponding corrective actions for the entire site. The “MOC” column within the report designates the responsible party for addressing each item as follows:

- **M (Maintenance):** These deficiencies are to be resolved by the Maintenance Department. Please do **not** submit work orders for items listed under this category. Upon completion of all related work, Code Enforcement staff must sign off to verify completion.
- **O (Operational):** Items in this category are the responsibility of site-based staff. These should be corrected within the allotted timeframe before the follow-up inspection.
- **C (Construction and Capital Outlay):** These deficiencies are to be addressed by the Construction/Facilities Department, or an appropriate corrective action plan should be developed.

Please note: *Any duplicate/completed deficiencies listed on the attached report, please disregard.*

Upon completion or development of a corrective action plan for the noted deficiencies, please submit notification to the Code Enforcement Department. Indicate completion by initialing and dating the line items you are responsible for on the provided report. Completed reports can be emailed to Mrs. Kathryn White at kathryn.white@leonschools.net.

A copy of this SREF Inspection Report will also be forwarded to the Board.

Please Note:

Under **SREF Chapter 4, Section 4.4 (2)**, a separate inspection report has been provided for each portable classroom on your site. State requirements mandate that these individual reports be posted in a visible location within each respective portable.


If you have any questions or require clarification regarding any item in this report, please contact Mr. Richard Taylor at the Code Enforcement Department at **(850) 617-1812** or via email at richard.taylor@leonschools.net.


Thank you for your prompt attention and cooperation regarding this matter.


Attachment**Cc:**

2757 W. Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7100 • Fax (850) 414-5194 • www.leonschools.net
“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth

“EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS”

02/26/2025				<div><p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p></div>	Chaires Elementary School					
INSPECTION DATE					SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Richard Taylor					4774 Chaires Crossroads					
					Tallahassee, Florida 32317					
INSPECTOR SIGNATURE SIGNATURE DATE					F.I.S.H. NUMBER					
TYPE OF INSPECTION										
<div><div><input checked="" type="checkbox"/> FIRE</div><div><input checked="" type="checkbox"/> CASUALTY</div><div><input checked="" type="checkbox"/> SANITATION</div></div>				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024 - 2025				037-0491-049		
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	Fall surfaces on playground need to be raked and maintained regularly.	6			Site-Wide		
2	0000	000	O	Deodorizers, air fresheners, scented oils, and plug-ins are not permitted by SREF.	6			Site-Wide		
3	0000	000	O	Gates around HVAC equipment need to remain locked at all times.	7			Site-Wide		
4	0000	000	O	Fall surfaces are needed in play areas.	1					
5	0000	000	O	All fire extinguishers need to be inspected monthly and card must be initialed and report sent to the district.	1					
6	0000	000	O	All mechanical gates shall remain locked at all times.	1				SREF5(2)(d)(3)	
7	0000	000	M	All water hoses need to be on reels when not in use.	1					
8	0000	000	O	Freezer emergency latch need to turn freely.	1					
9	0001	101A	O	Replace water stained and/or broken ceiling tile(s) (x1).	1					
10	0001	105	O	Replace water stained and/or broken ceiling tile(s) (x1).	1					
11	0001	106	O	Festive Lights shall be temporary for 60 days.	2					
12	0001	106A	O	Room is not designated storage on FISH report. Remove storage or add automatic initiation device.	1					

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13	0001	112	O	Receptacle cover need to be replaced.	1				
14	0004	408	O	Remove combustible materials hanging from ceiling.	1				NFPA 101-10.3.1
15	0004	408A	O	Replace water stained and/or broken ceiling tile(s) (x1).	1				
16	0004	412	O	Replace water stained and/or broken ceiling tile(s) (x5).	1				
17	0005	501	M	FISH number needs replacing.	1				Sign Shop
18	0005	501	O	Festive Lights shall be temporary for 60 days.	1				
19	0005	501B	M	Light fixture need to be replaced.	1				Electrical Department
20	0005	501B	O	Replace water stained and/or broken ceiling tile(s).	1				
21	0005	504	M	Doors need to be properly adjusted.	1				Structural Department
22	0005	504A	O	Ramps coming off stage must remain clear at all times.	4				
23	0005	505D	M	Electrical junction boxes shall have all openings sealed.	1				Electrical Department NFPA 70-110.12(A)
24	0005	506A	O	Exercise emergency release on inside of freezer.	1				

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25	0007	702	O	Exit blocked	0						
26	0008	800	O	All electrical outlets not in use are required to have plug coverings installed.	3						
27	0008	800A	O	Mechanical room used as storage	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: _____						
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	
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