

To: June Kail/ Ernest Lane
Mr. Ryan Peck, Interim Director of Maintenance
Mr. Danny Allbritton, Director of Construction

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

Date: 05/30/2025

Subject: SREF Inspection Report – Purchasing Department & Nutrition Services, 3397 West Tharpe Street, Tallahassee, FL 32303

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: Deana McAllister, Assistant Superintendent

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”

09/26/2024				 FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		Purchasing Department & Nutrition Services				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						3397 West Tharpe Street				
INSPECTOR SIGNATURE SIGNATURE DATE						Tallahassee, Florida 32303				
TYPE OF INSPECTION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025		F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION						037-0930-963				
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	M	(ADA)/egress compliant hardware missing from required door. Provide Title II (ADA) Transition Plan.	6			Site-Wide		
2	0000	000	O	All Fire Extinguishers need monthly inspections	0			Site-Wide		
3	0001	102	O	Orange extension cord used in permanent fashion. Extension cords cannot be used as permanent power.	1					
4	0001	107	M	Replace stained ceiling tile x1	1				Building Automation	
5	0001	111	M	Light inoperable x1	1					
6	0001	114A	M	Exposed electrical wiring coming down out of ceiling above freezer (01-114A) (x2).	1				Electrical Department	
7	0001	203	M	Permanent Wiring	0					
8	0002	121	M	Drop ceiling installed in this area - smoke detectors need to be properly installed into drop ceiling.	1				Building Automation	
9	0002	123	O	Housekeeping	0					
10	0002	203	M	Emergency exit light needs repairing	0				Electrical Department	
11	0002	204	M	Electrical junction boxes shall have all openings sealed.	1				Electrical Department NFPA 70-110.12(A)	

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				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 *June Nail*

Leon County
School/Site Administrator

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School/Site Administrator