

**To:**

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

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

**Date:**

**Subject:** SREF Inspection Report –

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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](mailto: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](mailto: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](http://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”**

02/16/2025				 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025</p>		Swift Creek Middle School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						2100 Pedrick Road				
						Tallahassee, Florida 32317				
INSPECTOR SIGNATURE      SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				037-1151-115						
<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	M	Emergency phone outside of office is inoperable.	1				Building Automation	
2	0000	000	O	Hand sanitizer must be in rooms only, cannot be located in corridor.	3			Site-Wide		
3	0000	000	O	General housekeeping is needed directly outside of 0800-998.	1					
4	0000	000	O	Painted ceiling tiles throughout the entire campus.	1			Site-Wide		
5	0000	000	M	Outside of #08-801P the concrete is a uneven causing a tripping hazard.	1				Masonry	
6	0000	000	O	All room numbers need to be seen at all times and not covered.	2			Site-Wide		
7	0000	000	O	Remove spider webs from various areas throughout the entire campus.	1			Site-Wide		
8	0001	114	O	Lock needed on Mechanical equipment outside of #01-114.	3					
9	0002	000	O	Remove storage from the egress corridor by the Chorus Room.	6					
10	0002	000	M	Check entire building (Bldg. #2) for possible leaks.	2				Roofing Department	
1112	0002	105	O	Remove storage inside of corridor.	3					
13	0002	204	O	Replace stained ceiling tile.	2					
14	0002	205B	O	Replace stained ceiling tile outside of #205B.	2					

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15	0002	205B	O	Replace missing ceiling tile.	2					
16	0002	210	O	Remove items on wheelchair ramp leading to stage, area must remain clear at all times.	3					
17	0002	210	M	Remove duct tape from stage floor electrical outlet, replace cover, and secure box.	2				Electrical Department	
18	0002	210	M	Reattach base trim at ramp leading to stage.	2				Structural Department	
19	0002	211	M	Replace missing place card on Fire Riser.	2				EH&S	
20	0002	211	O	Classroom need general housekeeping	1					
21	0002	212	O	Replace and date water stained ceiling tile(s) (x3).	1				SREF 5(2)(e)(8)j	
22	0002	212K	O	Replace extremely stained ceiling tile.	2					
23	0002	212U	O	Replace and date water stained ceiling tile(s) (x4).	1				SREF 5(2)(e)(8)j	
24	0003	302	M	Stabilize guard rail at top of stairs leading to mezzanine.	2				Structural Department	
25	0003	303A	O	Remove non-approved furniture that does not have NFPA label or certificate.	3				NFPA 101-10.3.2	
26	0003	303A	O	Replace and date water stained ceiling tile(s) (x3).	1				SREF 5(2)(e)(8)j	
27	0003	303B	O	Remove non-approved furniture that does not have NFPA label or certificate.	1				NFPA 101-10.3.2	

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28	0003	307A	O	Extension cords cannot be used as permanent power.	1					
29	0003	315	O	Replace stained ceiling tile outside of #315.	1					
30	0004	403B	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1				NFPA 101-15.7.4.3	
31	0004	417	O	Housekeeping, area needs to be clear of storage and combustibles at all times.	2					
32	0005	503A	O	Remove combustibles off of walls and ceilings/ Festive lights approved only fo 60 days	2					
33	0005	505A	O	Aftermarket furniture should be (NFPA) approved with label displayed.	2					
34	0005	507	O	Temporary extension cords are not to be used as permanent power.	2					
35	0005	510	M	Missing electrical outlet cover near stove.	2				Electrical Department	
36	0005	510	O	Replace and date water stained and/or broken ceiling tile(s) (x5).	1				SREF 5(2)(e)(8)j	
37	0005	518 AB	O	Walkway blocked	0					
38	0005	519	O	Replace stained ceiling tile.	2					
39	0005	520	O	Festive lighting shall be temporary for 60 days.	2					
40	0005	521	O	Remove combustible materials from ceiling.	1				NFPA 101-10.3.1	

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41	0006	609	O	Replace painted ceiling tile	0					
42	0007	000	M	Check entire building (Bldg. #7) for possible leaks.	1				Roofing Department	
43	0007	701	M	Replace missing GFCI cover outside of Gymnasium.	6				Electrical Department	
44	007	702	O	Replace missing ceiling tile outside of #07-702 corridor area (x3)/ mats blocking doorway	3					
45	0007	703	O	Replace missing shield on light.	4					
46	0007	707	O	CO2 notification device needed in #07-707.	2				Building Automation	
47	0007	713	M	Repair broken soap dish in shower stall.	4				Structural Department	
48	0007	713	O	Light cover is needed in boys locker room.	1					
49	0008	801	O	Remove storage items blocking rear exit. Interior and exterior of <u>ALL</u> exits shall be kept clear at all times.	3					
50	0008	801T	O	Replace missing ceiling tile(s).	1					
51	0008	802F	O	Clinic with only two (2) beds, (4) beds required.	4				FBC-B 453 22.4.2	
52	0009	902	O	Mechanical room used as storage	0					
53	0009	902	M	Install Carbon Monoxide Detector (CO2).	3				Building Automation	

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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.										
<div>YES</div> <div>NO</div>										
Reviewed Emergency Generator Report.										
<div>YES</div> <div>NO</div>										
Emergency Generator Report up-to-date as of SREF Inspection.										
<div>YES</div> <div>NO</div>										
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