

**To:** William Nimmons  
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 – Technology and Information Services, 520 South Appleyard Drive, Tallahassee, FL 32304

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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:** Deana McAllister, Assistant Superintendent

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”**

04/11/2025				 <p><b>LEON COUNTY SCHOOLS</b></p> <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025</p>		<i>Technology and Information Services</i>				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						520 South Appleyard Drive				
						Tallahassee, Florida 32304				
INSPECTOR SIGNATURE      SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				037-9862-986						
<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	0001	116	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	1				SREF 5(2)(c)(8)j	
2	0001	130	O	Lights not working	0					
3	0001	130A	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
4	0001	130B	O	Lights not working/ Replace water stained and/ or broken ceiling tile(s)	0					
5	0001	132	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
6	0001	133	O	Lights not working	0					
7	0001	136	O	Lights not working	0					
8	0001	141	O	Lights not working/ Replace water stained and/ or broken ceiling tile(s)	0					
9	0001	142	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
10	0001	143A	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
11	0001	145	O	Insulation hanging	0					
12	0001	146	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
13	0001	147	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					

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14	0001	148A	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
15	0001	152	O	Lights not working	0					
16	0001	153	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
17	0001	155	O	Lights not working/ Replace water stained and/ or broken ceiling tile(s)	0					
18	0001	155A	O	Mechanical room used as storage	0					
19	0001	159	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
20	0001	160	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
21	0001	165	O	Replace and date water stained and/or broken ceiling tile(s). Investigate for possible roof leak.	0					
22	0001	167	M	Emergency light that stays on in Warehouse area next to room #01-167.	1				Electrical Department	
23	0001	167	M	Emergency light is inoperable.	1				Electrical Department	
24	0001	168	M	Insulate water line outside of South Exit door of Warehouse.	1				Plumbing Department	
25	0001	168	O	Exits shall remain clear at all times.	2					
26	0001	168A	O	Lights not working	0					

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END OF SREF INSPECTION REPORT												
A re-inspection of the identified deficiencies will be performed approximately _____ days subsequent of inspection date. <span style="float: right;">Re-Inspection Date: _____</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            Emergency Generator Report up-to-date as of SREF Inspection.         <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: <div style="border-bottom: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>												


  
 Leon County  
 School/Site Administrator