

To: Frederick Johnson/ Johnnie Douglas/ LaCardo Henderson
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 – LCS Transpotation

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. Katheryn White at katheryn.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"

08/28/2024				 FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024 - 2025		Transportation SCHOOL/ FACILITY/CAMPUS 1156 Capital Circle NW Tallahassee, Florida 32304 F.I.S.H. NUMBER 037-9611-961				
INSPECTION DATE										
INSPECTOR: Richard Taylor										
INSPECTOR SIGNATURE SIGNATURE DATE										
TYPE OF INSPECTION										
<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	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district monthly.	3				Capital Circle Northwest Appleyard Drive Compound Conner Boulevard Compound Cox Stadium Compound	
2	0000	000	M	Fire Alarm in Trouble Mode.	3				Capital Circle Northwest Appleyard Drive Compound Conner Boulevard Compound Cox Stadium Compound Building Automation	
3	0000	000	O	Area around Fire Extinguishers shall be kept clear at all times and readily accessible.	3				Capital Circle Northwest Appleyard Drive Compound Conner Boulevard Compound Cox Stadium Compound	
4	0000	000	M	Hole in fence on the Northwest side of bus barn.	1				Appleyard Compound Grounds Department	
5	0000	000	M	Fence need repairing on Southwest side of bus barn.	1				Appleyard Compound Grounds Department	
6	0099	005	O	No deficiencies found in this portable.	1			Portable	Appleyard Compound	
7	0099	013	M	Check awning for possible overhead hazard.	1			Portable	Appleyard Compound Structural Department	
8	0099	013	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1			Portable	Appleyard Compound NFPA 101-15.7.4.3	
9	0099	013B	M	Door handle needs to be replaced.	1			Portable	Appleyard Compound Structural Department	
10	0099	013C	O	General housekeeping is needed in portable.	1			Portable	Appleyard Compound	
11	0099	232	O	No deficiencies found in this portable.	1			Portable	Appleyard Compound	
12	0099	436	O	No deficiencies found in this portable.	1			Portable	Appleyard Compound	

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INSPECTOR: Richard Taylor						1156 Capital Circle NW				
						Tallahassee, Florida 32304				
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13	0000	000	O	All water hoses shall be kept on reels when not in use.	1				Capital Circle Northwest	
14	0000	000	O	Fire Extinguisher cards need to be filled out properly by onsite staff and report sent to district monthly.	0				Capital Circle Northwest	
15	0000	000	M	Fire Alarm in Trouble Mode.	0				Capital Circle Northwest	
16	0000	000	O	Area around Fire Extinguishers shall be kept clear at all times and readily accessible.	0				Capital Circle Northwest	
17	0000	000	M	Carbon dioxide detectors inoperable.	0				Capital Circle Northwest Electrical Department	
18	0001	014	M	Check building 0001 for leaks.	0				Capital Circle Northwest Roofing Department	
19	0001	014	M	Replace ceiling tiles in corridor outside of #01-014 - extreme stains - identify leaks.	1				Capital Circle Northwest Roofing Department	
20	0005	110	M	Exhaust fan is inoperable Please repair exhaust fan.	1				Capital Circle Northwest HVAC Department SREF 5(16)(a)(2)	
21	0005	115	O	Extension cords cannot be used as permanent power.	0				Capital Circle Northwest	
22	0006	000	M	Check entire building for possible water leaks.	1				Capital Circle Northwest Roofing Department	
23	0006	108	O	Replace strained celing tiles	2				Capital Circle Northwest	
24	0006	109	M	Light is not operating properly, please repair light.	0				Capital Circle Northwest Electrical Department SREF 5(17)(a)	
25	0006	109B	O	Replace and date water stained and/or broken ceiling tile. Ceiling tile is missing.	1				Capital Circle Northwest SREF 5(2)(e)(8)j	
26	0006	111	O	Paper towel dispenser needs to be repaired or replaced.	1				Capital Circle Northwest	

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27	0000	000	O	All water hoses shall be kept on reels when not in use.	3				Conner Boulevard Compound	
28	0000	000	M	Grounds maintenance needed	1				Conner Boulevard Compound Grounds Department	
29	0000	000	O	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district monthly.	0				Conner Boulevard Compound	
30	0000	000	M	Fire Alarm in Trouble Mode.	0				Conner Boulevard Compound Building Automation	
31	0000	000	O	Area around Fire Extinguishers shall be kept clear at all times and readily accessible.	0				Connor Boulevard Compound	
32	0000	000	O	All microwaves need to plug into a dedicated outlet.	1				Conner Boulevard Compound	
33	0000	000	O	All HVAC gates shall be locked at all times.	1				Conner Boulevard Compound	
34	0000	000	O	General housekeeping is needed near storage area 114.	1				Conner Boulevard Compound	
35	0001	000	O	General housekeeping needed around outside of building.	3				Conner Boulevard Compound	
36	0001	002C	O	Remove dust from exhaust fan grill.	3				Conner Boulevard Compound	
37	0003	106	O	Remove dust from exhaust fan grill.	1				Conner Boulevard Compound	
38	0004	104	O	Unobstructed access is required at panelboards.	1				Conner Boulevard Compound SREF 5(17)(b)(2)	
39	0004	104	O	Improper storage	0				Conner Boulevard Compound	
40	0004	106	O	All chemical bottles shall have labels in accordance with NFPA.	1				Conner Boulevard Compound NFPA 1-60.14.2.2	
41	0004	106	O	Replace and date water stained and/or broken ceiling tile(s).	1				Conner Boulevard Compound SREF 5(2)(e)(8)j	
42	0004	106	O	Office area needs general housekeeping.	1				Conner Boulevard Compound	

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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 <input type="checkbox"/> NO <input type="checkbox"/>				
Reviewed Emergency Generator Report.		YES <input type="checkbox"/> NO <input type="checkbox"/>		Emergency Generator Report up-to-date as of SREF Inspection.		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:				Date of Acknowledgement: _____				


 Leon County
 School Site Administrator