

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 –

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:**

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”

03/12/2024				 <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025</p>		Leonard Wesson Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						2813 South Meridian Street				
						Tallahassee, Florida 32301				
INSPECTOR SIGNATURE SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				037-0061-006						
<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	Remove manual door stops and/or wedges on smoke/fire realted corridor doors. NFPA 101-7.2.8.1, 69A-58.005(2)(a)(3), SREF 5(2).	3			Building Wide		
2	0000	000	O	Fall Surfaces on the Playground Need to be Raked and Maintained Daily.	3					
3	0000	000	O	All Mechanical Units in Fence Area on outside of Buildings shall have locks installed.	1					
4	0001	001	O	Adjustment Needed - South Exterior Corridor Doors are slamming.	1					
5	0001	001B	O	Box in Doorway	0					
6	0001	004Q	M	Spacer needed in Electrical Panel Box	1				Electrical Department	
7	0001	016	O	Entrance/exit blocked	0					
8	0001	020	O	Replace Fire Extinguisher next to #01-020 - Low on Fuel - Replace from spare pool.	1					
9	0001	023	M	Emergency Light needed in Bathroom	1				Electrical Department	
10	0001	025	M	Replace missing floor tiles.	1				Structural Department	
11	0003	009	M	Replace broken door handle with grab bar type handle	1				Structural Department	
12	0004	000	M	Concrete grinding needed at Tricycle Run - Playground South of Building #4	1				Structural Department	
13	0004	002	M	Adjustment Needed - Exterior lights on during daytime on Main Building near Bus Pick-up.	1				Electrical Department	
14	0004	003	M	Repair Emergency Contact Device outside of #04-003 - Inoperable	1				Electrical Department	

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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
15	0099	306	O	No Children or Personnel allowed in Unit at this time.		1			Portable	
				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

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