

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. 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:**

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”

10/02/2024				 <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p>COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2024-2025</p>		Woodville K-8 School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						9373 Woodville Highway				
						Tallahassee, Florida 32305				
INSPECTOR SIGNATURE SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION						037-0131-013				
<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	Alarm panel in trouble mode.	0				Building Automation	
2	0001	000	O	Replace several stained ceiling tiles in building.	0					
3	0001	000	M	Check Building 0100 for leaks.	0				Structural (Roofing)	
4	0001	101	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j	1					
5	0001	105	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building. NFPA 101-15.7.4.3	1					
6	0001	109C	O	Improper use of extension cord.	0					
7	0001	114	O	Storage in Mechanical Room is prohibited. SREF 5(16)(6)a.	1					
8	0002	000	O	Keep Emergency Exits clear at all times. Provide and maintain an unobstructed access to the Exit and/or Emergency Escape Window. NFPA 101-15.2.11.1.1.and NFPA 101-4.5.3.2.	2					
9	0002	209C	O	Room is overloaded with combustible materials. NFPA 101-4.5.7.	1					
10	0002	214	O	Keep a minimum 3 ft. clearance in front of panelboard. NFPA 70 110.26.	1					
11	0003	113	O	Festive lights	0					
12	0003	113A	O	Housekeeping	0					

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13	0003	115	O	Improper storage		0				
14	0003	115	M	Junction box missing cover		0				Electrical
15	0007	702A	O	Keep a minimum 3 ft. clearance in front of panelboard. NFPA 70 110.26.		2				
16	0007	705C	O	Both microwave and refrigerator need to be plugged directly into wall outlet.		2				
17	0008	000	O	Gates around HVAC equipment needs to be locked at all times.		3				
18	0008	801B	O	Chemicals shall have labels in accordance with NFPA 1-60.14.2.2.		1				
19	0008	801B	O	Keep a minimum 3 ft. clearance in front of panelboard. NFPA 70 110.26.		1				
20	0008	804	O	Remove all storage from Ramp going to stage.		0				
21	0008	810	O	Water hose needs to be properly kept on hose reel when not in use.		3				
22	0099	337B	M	Repair - Soft spots in decking leading to Portable.		1			Portable	Structural Department

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23	0099	337B	O	Maintain access to the Fire Sprinkler Riser at all times.		5			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. 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

Leon County
School/Site Administrator