

To:

Dr. Kathleen Rodgers, Assistant Superintendent of Intervention Services

Mr. Alvin "Butch" Watkins, Director of Maintenance

Mr. Danny Allbritton, Director of Construction

From:

Mr. Juan E. Williams, Coordinator, Fire & Safety

Through:

Mr. LaRoderick E. McQueen, Building Official

Date:

December 10, 2018

Subject:

SREF Inspection for Leon County Schools Administration Building

Attached to this memorandum is the State Requirements for Educational Facilities (SREF) Inspection Report for the above referenced facility. The report identifies the deficiencies and corrective actions for the entire site. The column labeled MOC identifies the entity responsible for correcting each deficiency, as follows:

- Line items with an M (Maintenance) in the MOC column are to be addressed by the Maintenance Department. Please do not submit work orders for the deficiency line items in the M (Maintenance) column. Upon completion of all work orders, please have Code Enforcement staff sign off to confirm completion.
- Line items with an O (Operational) in the MOC column are to be addressed by site based staff. These items need to be corrected within the proposed time allotment, prior to the follow-up inspection.
- Line items with a C (Construction and Capital Outlay) in the MOC column are to be addressed by the Construction/Facilities Department or a corrective action plan developed.

Notification of the completion or corrective action plan of the fore-mentioned deficient items need to be submitted to the Code Enforcement Department. Please initial and date the line items under your area of responsibility on the provided report to confirm completion. You may email Ms. Deanetra S. Grissom at grissomd@leonschools.net or fax the report to (850) 617-1790, to her attention.

Please note a copy of this SREF inspection report will be forwarded to the Board.

**Additionally a separate inspection report has been provided for each portable at your site, in accordance with SREF Chapter 4
Section 4.4 (2)**

If you have any questions or comments regarding any items noted on this report, please feel free to contact Mr. Juan E. Williams at the Code Enforcement Department at (850) 617-1814 or email at williams 20@ leonschools.net. Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc:

Dr. Alan Cox, Executive Director of Schools (with attachments)

Mr. Carl Green, Coordinator of School Plant, Safety, and Sanitation (with attachments)

"Our Hands Keep Their Minds Working"

Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
(850) 617-1838 · Fax (850) 617-1790

www.lcscodeenforcement@leoncountyschools.net

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information."

										Page 1 of 5
		12/11/2018	2018				LCS	Admini	stration	LCS Administration Building
INSPE	INSPECTION DATE	ATE			All CANADATA CONTROL OF A CONTR			SCHOOL/F	SCHOOL/ FACILITY/CAMPUS	
INSPI	INSPECTOR: Juan E.		Williams	S		2757 Wes	West Pensacola Street	ola Street		
					10011	Tallahass	Tallahassee, Florida 32304	a 32304		
INSPE	INSPECTOR SIGNATURE	ATURE	SIGNA	SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
	1 7	TYPE OF INSPECTION	SPECTI	ON	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.I.S.	F.I.S.H. NUMBER	~
*	FIRE	CASUALTY	**	SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900	0
Item	Building Number	Room Number	00≧	Deficienc	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
_	0000	000	Z	Finger Printing P	Finger Printing Portable, threshold needs adjustment for egress requirements.	ω				Structural Department
2	0000	000	0	Space heaters sha safety.	Space heaters shall comply with Leon County Schools Policy on space heater usage and safety.	0			Site-Wide	
ω	0000	000	Z	Double keyway lo	Double keyway locks on front portables do not comply with egress requirements.	0			Site-Wide	Locksmith Department
4	0001	000	0	Surge protectors	Surge protectors must plug into a dedicated outlet, no piggybacking.	0			Building- Wide	
O.	0001	000	Z	Cleanout drain or	Cleanout drain on west outside corridor needs to be re-sealed (tripping hazards).	0				Grounds Department
6	0001	000	С	(ADA)/Egress do	(ADA)/Egress door hardware missing from required doors.	_			Building- Wide	SREF (5) 8(b)4. Capital Outlay
7	0001	000	Z	Alarm panel has wrong time.	wrong time.					Electrical Department
∞	0001	002 E	Z	Emergency light inoperable	inoperable.	0				Electrical Department
9	0001	002E	Z	Emergency light	Emergency light (outside) not working.	-				Electrical Department
10	0001	003A	₹	Emergency light not working	not working.					Electrical Department

		12/11/2018	2018				7		k	Page 2 of 5
INSPE	INSPECTION DATE	ATE			Construction of the Constr		200	SCHOOL/F	SCHOOL FACILITY/CAMPUS	SCHOOL/ FACILITY/CAMPUS
INSPI	INSPECTOR: Juan E.		Williams	S		2757 Wes	West Pensacola Street	ola Street		
					CTOOL COMPA ACTION	Tallahassee, Florida 32304	ee, Florid	a 32304		
INSPE	INSPECTOR SIGNATURE	ATURE	SIGNA	SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
	17	TYPE OF INSPECTION	SPECTI	ON	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.I.S.	F.I.S.H. NUMBER	
×	FIRE	CASUALTY	**	SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900	0
item #	Building	Room	೧೦೬	Deficienc	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
=	0001	004	Z	Emergency light not working	ot working.	0				Electrical Department
12	0001	006	Z	Seal all penetrations needed	ns needed.	0				Structural Department
13	0001	008	Z	No current State C	No current State Certification on the boiler.	3				EH&S Department
14	0001	008	0	Remove storage from Boiler Room	om Boiler Room.	_				
15	0001	011	Z	Emergency light needed in area	eeded in area.	1				Electrical Department
16	0001	030N	Z	Emergency light not working	ot working.	0				Electrical Department
17	0001	053	0	Replace ceiling tiles, holes in them.	es, holes in them.	1				
18	0001	058	Z	Emergency light inoperable	noperable.	0				Electrical Department
19	0002	000	Z	Threshold does no	Threshold does not meet (ADA)/Egress requirements.	1			Building- Wide	Structural Department
20	0004	000	Z	Install (ADA)/Egr	Install (ADA)/Egress hardware on required doors.	-			Building- Wide	Structural Department

		12/11/2018	/2018				2			
			100				LCS	Admini	stration	LCS Administration Building
INSP	INSPECTION DATE	ATE			Control with American Control with Control of Control o			SCHOOL/F	SCHOOL/ FACILITY/CAMPUS	IMPUS
INSF	INSPECTOR: Juan E.		Williams	S S		2757 We	West Pensacola Street	ola Street		
					CEOUL COURTS ATMOST	Tallahass	Tallahassee, Florida 32304	a 32304		
INSPE	INSPECTOR SIGNATURE	VATURE	SIGNA	SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
		TYPE OF INSPECTION	SPECT	ON	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.L.S.	F.I.S.H. NUMBER	~
34	FRE	CASUALTY 🗮	LTY 💥	SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900	0
Item	Building Number	Room	೧೦ಽ	Deficienc	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
21	0004	000	Z	Modify thresholds	Modify thresholds to comply with (ADA)/Egress requirements.	0			Building- Wide	Structural Department
22	0004	000	Z	(ADA)/Egress con	(ADA)/Egress compliant door hardware shall be installed on all required doors.	0			Building- Wide	Structural Department
23	0004	000	0	Label all cleaning bottles	bottles.	0			Building- Wide	
24	0004	000	0	Water fountains no	Water fountains need to be cleaned and maintained regularly.	0			Building- Wide	
25	0004	001	C	(ADA)/(FBC) Doo	(ADA)/(FBC) Door hardware shall be installed on all required doors.	2				SREF (5) 8(b)4. Capital Outlay
26	0004	009	Z	"No Frying" sign needed at oven	needed at oven.	0				Sign Shop
27	0004	014	0	Missing ceiling tile	е.	0				
28	0004	021	Z	Emergency light o	Emergency light out in emergency mode.	0				Electrical Department
29	0004	024	Z	Corridor exit light is out.	is out.	0				Electrical Department
30	0004	025	0	Surge protectors n	Surge protectors must plug into dedicated outlet, no piggybacking.	0				

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NCD	INSPECTION DATE	12/11/2010	0107		Cardinal State Company of the Compan		LCS	Admini	stration	LCS Administration Building
NO D	INSPECTOR: luan E		Williams)	The state of the s)	,	SCHOOL	SCHOOL FACILITY/CAMPUS	IMPOS
			Tillian.		LEON COUNTY SCHOOLS	2/5/ Wes	West Pensacola Street	la Street		
						Tallahass	Tallahassee, Florida 32304	a 32304		
INSPE	INSPECTOR SIGNATURE	IATURE	SIGNA	SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
	 7	TYPE OF INSPECTION	SPECTI	ON	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.I.S.	F.I.S.H. NUMBER	~
34	FIRE	CASUALTY	*	SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900	0
# Item	Building Number	Room	೧೦ಽ	Deficienc	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
31	0004	028	0	Extension cord ca	Extension cord cannot be used as permanent power.	0				
32	0004	036	Z	Corridor emergency light is out.	cy light is out.	0				Electrical Department
33	0099	002	Z	Modify threshold	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department
34	0099	151B	0	Secure ceiling tiles	SS.				Portable	
35	0099	151M	Z	Hole in the ceiling	ųα	0			Portable	Roofing Department
36	0099	151M	0	Loose smoke detector.	ector.	0			Portable	
37	0099	151Q	Z	Exit light out X2.		0			Portable	Electrical Department
38	0099	151U	Z	Open junction box needs cover.	x needs cover.	0			Portable	Structural Department
39	0099	151Z	Z	Exit light in emer	Exit light in emergency mode not working.	0			Portable	Electrical Department
40	0099	533	Z	Modify threshold	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department

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12/11/2018			LCS	Admini	LCS Administration Building	Building
INSPECTION DATE	And provided in the second control of the se		4.	SCHOOL/F	SCHOOL/ FACILITY/CAMPUS	MPUS
INSPECTOR: Juan E. Williams		2757 Wes	West Pensacola Street	la Street		
	DEGIL FORMAL SCHOOLS	Tallahassee, Florida 32304	ee, Florid	a 32304		
INSPECTOR SIGNATURE SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
TYPE OF INSPECTION	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.I.S.	F.I.S.H. NUMBER	
FIRE CASUALTY SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900)
Item Building Room H Number Number C Defici	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 ASSIGNMEN
1 0099 002 M Modify thre	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department
	END OF SREF INSPECTION REPORT					
A re-inspection of the identified deficiencies will be preformed approximately 60-90 days subsequent of inspection date	ned approximately 60-90 days subsequent of inspection date. Re-Inspection Date:					
The principal shall hold at least one (1) fire drill during each	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.				Ó	
Signature of facility administral or attesting to Fire Eva	Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:		Date of Acknowledgement:	owledg	ement:	
X Manue Leon dounty School/Site Administrator	The state of the s					

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12/11/2018			LCS	Admini	stration	LCS Administration Building
INSPECTION DATE				SCHOOL/F	SCHOOL/ FACILITY/CAMPUS	MPUS
INSPECTOR: Juan E. Williams		2757 Wes	West Pensacola Street	la Street		
	S100HDS ALURON LIGHT	Tallahass		a 32304		
INSPECTOR SIGNATURE SIGNATURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT					
	3420 W. THARPE ST., TALLAHASSEE, FL 32303			F.I.S.	F.I.S.H. NUMBER	
FIRE CASUALTY SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			037-	037-9001-900	0
Item Building Room # Number Number C Deficien	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 0099 151B O Secure ceiling tiles.	les.				Portable	
2 0099 151M M Hole in the ceiling	ng.	0			Portable	Roofing Department
3 0099 151M O Loose smoke detector.	tector.	0			Portable	
4 0099 151Q M Exit light out X2	.,9	0			Portable	Electrical Department
5 0099 151U M Open junction box needs cover	ox needs cover.	0			Portable	Structural Department
6 0099 151Z M Exit light in em	Exit light in emergency mode not working.	0			Portable	Electrical Department
	END OF SREF INSPECTION REPORT					
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The principal shall hold at least one (1) fire drill during each mon	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.				NO	
Signature of facility administrator attesting to Fire Evacuat	Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:	ies: Date of		Acknowledgement:	ement:	
X Muse Report School/Site Administrator						
School/Site Administrator						

	12/11	12/11/2018							Page 1 of 1
INSPECTION DATE	TE					LC	S Admin	istration	LCS Administration Building
INSPECTOR: Juan E.	uan E.	Williams	78	and a second sec			SCHOOL	SCHOOL/ FACILITY/CAMPUS	AMPUS
				LEON COUNTY SCHOOLS	2757 We	2757 West Pensacola Street	ola Street		
INSPECTOR SIGNATURE	TURE	Sign	ATIBENATE		Tallahas	Tallahassee, Florida 32304	la 32304		
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FIRE	CASUA	CASUALTY 💥	SANITATION	COMPREHENSIVE SAFETY INSPECTION			F.I.S.	F.I.S.H. NUMBER	٨
				FISCAL YEAR: 2018-2019			037-	037-9001-900	Õ
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Number	Room Number	00	Deficiency	Deficiency Description and Corrective Action Required	# of Times Deficiency Previously Cited	Schedule for Correction No Later	Re- Inspection Correction	Site-Wide Building- Wide Exterior	REMARKS CODE REFERENCE
1 0099	533	<	Modify throughout			inan		or Portable	WAIN ENANCE ASSIGNMENT
+	0	147	raiouily infeshold to	reshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department
2 0099	533 F	0	Safety features on h	Safety features on heater are inoperable.	-			Dortoklo	
			EIND	OF SKEF INSPECTION REPORT					
A re-inspection of the id	entified d	eficiencie	will be preformed approx	Re-Inspection of the identified deficiencies will be preformed approximately 60-90 days subsequent of inspection date. Re-Inspection Date:					
The principal shall hold	at least on	ıe (1) fire ı	drill during each month, wi	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.				5	
Signature of facility ad	lministra	itor attest	ing to Fire Evacuation D	Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discount of the control o					
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Leon County School/Si e Adı	nty e Administrator	rator							
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