

# Memorandum

**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 *J.E.W.*

**Through:** Mr. LaRoderick E. McQueen, Building Official *L.E.M.*

**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](mailto: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 [williamsj20@leonschools.net](mailto:williamsj20@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](http://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."***


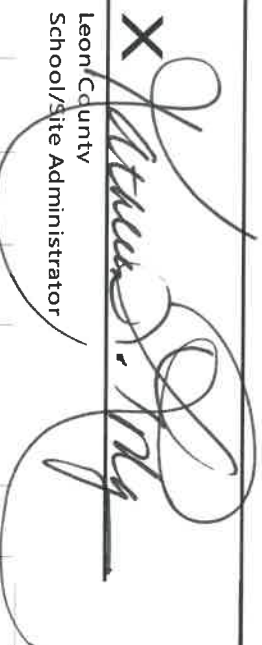
12/11/2018							<b>LCS Administration Building</b> SCHOOL/ FACILITY/CAMPUS 2757 West Pensacola Street Tallahassee, Florida 32304			
INSPECTION DATE										
INSPECTOR: Juan E. Williams										
INSPECTOR SIGNATURE			SIGNATURE DATE			FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303				
TYPE OF INSPECTION			<b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2018-2019							
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION			<b>037-9001-900</b>							
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 Date	Site-Wide Building-Wide Exterior Campus or Portable	REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT	
1	0000	000	M	Finger Printing Portable, threshold needs adjustment for egress requirements.	3				Structural Department	
2	0000	000	O	Space heaters shall comply with Leon County Schools Policy on space heater usage and safety.	0			Site-Wide		
3	0000	000	M	Double keyway locks on front portables do not comply with egress requirements.	0			Site-Wide	Locksmith Department	
4	0001	000	O	Surge protectors must plug into a dedicated outlet, no piggybacking.	0			Building-Wide		
5	0001	000	M	Cleanout drain on west outside corridor needs to be re-sealed (tripping hazards).	0				Grounds Department	
6	0001	000	C	(ADA)/Egress door hardware missing from required doors.	1			Building-Wide	SREF (5) 8(b)4. Capital Outlay	
7	0001	000	M	Alarm panel has wrong time.	1				Electrical Department	
8	0001	002 E	M	Emergency light inoperable.	0				Electrical Department	
9	0001	002E	M	Emergency light (outside) not working.	1				Electrical Department	
10	0001	003A	M	Emergency light not working.	1				Electrical Department	


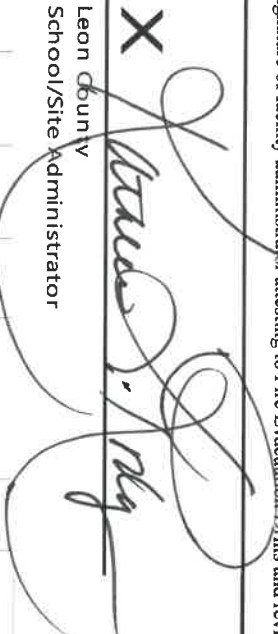
12/11/2018			 <b>LCS Administration Building</b> SCHOOL FACILITY/CAMPUS 2757 West Pensacola Street Tallahassee, Florida 32304						
INSPECTION DATE									
INSPECTOR: Juan E. Williams									
INSPECTOR SIGNATURE			SIGNATURE DATE						
TYPE OF INSPECTION			FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303						
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION			COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019						
F.I.S.H. NUMBER 037-9001-900									
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
11	0001	004	M	Emergency light not working.	0				Electrical Department
12	0001	006	M	Seal all penetrations needed.	0				Structural Department
13	0001	008	M	No current State Certification on the boiler.	3				EH&S Department
14	0001	008	O	Remove storage from Boiler Room.	1				
15	0001	011	M	Emergency light needed in area.	1				Electrical Department
16	0001	030N	M	Emergency light not working.	0				Electrical Department
17	0001	053	O	Replace ceiling tiles, holes in them.	1				
18	0001	058	M	Emergency light inoperable.	0				Electrical Department
19	0002	000	M	Threshold does not meet (ADA)/Egress requirements.	1			Building-Wide	Structural Department
20	0004	000	M	Install (ADA)/Egress hardware on required doors.	1			Building-Wide	Structural Department


12/11/2018				 <b>LCS Administration Building</b> SCHOOL/ FACILITY/CAMPUS 2757 West Pensacola Street Tallahassee, Florida 32304					
INSPECTION DATE									
INSPECTOR: Juan E. Williams									
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303					
TYPE OF INSPECTION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				037-9001-900					
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
21	0004	000	M	Modify thresholds to comply with (ADA)/Egress requirements.	0			Building-Wide	Structural Department
22	0004	000	M	(ADA)/Egress compliant door hardware shall be installed on all required doors.	0			Building-Wide	Structural Department
23	0004	000	O	Label all cleaning bottles.	0			Building-Wide	
24	0004	000	O	Water fountains need to be cleaned and maintained regularly.	0			Building-Wide	
25	0004	001	C	(ADA)/(FBC) Door hardware shall be installed on all required doors.	2				SREF (5) 8(b)4. Capital Outlay
26	0004	009	M	"No Frying" sign needed at oven.	0				Sign Shop
27	0004	014	O	Missing ceiling tile.	0				
28	0004	021	M	Emergency light out in emergency mode.	0				Electrical Department
29	0004	024	M	Corridor exit light is out.	0				Electrical Department
30	0004	025	O	Surge protectors must plug into dedicated outlet, no piggybacking.	0				

12/11/2018			 <b>LEON COUNTY SCHOOLS</b>				<b>LCS Administration Building</b>				
INSPECTION DATE							<b>SCHOOL/ FACILITY/CAMPUS</b>				
INSPECTOR: Juan E. Williams							2757 West Pensacola Street Tallahassee, Florida 32304				
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303				<b>F.I.S.H. NUMBER</b>			
TYPE OF INSPECTION		<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2018-2019</b>				<b>037-9001-900</b>			
Item #	Building Number	Room Number	<b>M</b> <b>O</b> <b>C</b>	<b>Deficiency Description and Corrective Action Required</b>	# 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	O	Extension cord cannot be used as permanent power.	0						
32	0004	036	M	Corridor emergency light is out.	0				Electrical Department		
33	0099	002	M	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department		
34	0099	151B	O	Secure ceiling tiles.				Portable			
35	0099	151M	M	Hole in the ceiling.	0			Portable	Roofing Department		
36	0099	151M	O	Loose smoke detector.	0			Portable			
37	0099	151Q	M	Exit light out X2.	0			Portable	Electrical Department		
38	0099	151U	M	Open junction box needs cover.	0			Portable	Structural Department		
39	0099	151Z	M	Exit light in emergency mode not working.	0			Portable	Electrical Department		
40	0099	533	M	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department		



12/11/2018			 <b>LCS Administration Building</b> SCHOOL/ FACILITY/CAMPUS 2757 West Pensacola Street Tallahassee, Florida 32304						
INSPECTION DATE									
INSPECTOR: Juan E. Williams									
INSPECTOR SIGNATURE			SIGNATURE DATE						
TYPE OF INSPECTION			FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303						
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION			COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019						
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
41	0099	533 F	O	Safety features on heater are inoperable.	1			Portable	
<b>END OF SREF INSPECTION REPORT</b>									
A re-inspection of the identified deficiencies will be performed approximately 60-90 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"/>									
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: <b>Date of Acknowledgement:</b> _____									
X  Leon County School/Site Administrator									

12/11/2018									
INSPECTION DATE									
INSPECTOR: Juan E. Williams									
									
INSPECTOR SIGNATURE				SIGNATURE DATE					
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019					
				F.I.S.H. NUMBER 037-9001-900					
				LCS Administration Building SCHOOL FACILITY/CAMPUS 2757 West Pensacola Street Tallahassee, Florida 32304					
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	0099	002	M	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department
<b>END OF SREF INSPECTION REPORT</b>									
A 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 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"/>									
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: <b>Date of Acknowledgement:</b> _____									
X  Leon County School/Site Administrator									

12/11/2018								<b>LCS Administration Building</b>			
INSPECTION DATE								SCHOOL/ FACILITY/CAMPUS			
INSPECTOR: Juan E. Williams								2757 West Pensacola Street Tallahassee, Florida 32304			
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303				F.I.S.H. NUMBER			
TYPE OF INSPECTION		TYPE OF INSPECTION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019				037-9001-900			
<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	0099	151B	O	Secure ceiling tiles.				Portable	
2	0099	151M	M	Hole in the ceiling.	0			Portable	Roofing Department
3	0099	151M	O	Loose smoke detector.	0			Portable	
4	0099	151Q	M	Exit light out X2.	0			Portable	Electrical Department
5	0099	151U	M	Open junction box needs cover.	0			Portable	Structural Department
6	0099	151Z	M	Exit light in emergency mode not working.	0			Portable	Electrical Department
<b>END OF SREF INSPECTION REPORT</b>									

A re-inspection of the identified deficiencies will be performed approximately 60-90 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 ☐

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



12/11/2018

INSPECTION DATE

INSPECTOR: Juan E. Williams



LCS Administration Building

SCHOOL FACILITY/CAMPUS

2757 West Pensacola Street

Tallahassee, Florida 32304

INSPECTOR SIGNATURE SIGNATURE DATE

TYPE OF INSPECTION

FACILITIES & CONSTRUCTION DEPARTMENT  
3420 W. THARPE ST., TALLAHASSEE, FL 32303
☒ FIRE ☒ CASUALTY ☒ SANITATION
COMPREHENSIVE SAFETY INSPECTION  
FISCAL YEAR: 2018-2019

F.I.S.H. NUMBER

037-9001-900

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	0099	533	M	Modify threshold to meet (ADA)/Egress requirements.	0			Portable	Structural Department
2	0099	533 F	O	Safety features on heater are inoperable.	1			Portable	
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be performed approximately 60-90 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

☐

Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:

Date of Acknowledgement: \_\_\_\_\_

 X  
 Leon County  
 School/Site Administrator