



Memorandum

To: Ms. Gillian Gregory, Assistant Superintendent of Academics Services
Mr. Alvin "Butch" Watkins, Director of Maintenance
Mr. Danny Allbritton, Director of Construction

From: Mr. Juan E. Williams, Coordinator, Fire & Safety *J. W.*

Through: Mr. LaRoderick E. McQueen, Building Official *LEM*

Date: August 25, 2020

Subject: SREF Inspection for Aquilina Howell 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. Work orders should be generated addressing each deficient item. 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 or through work order submission to the Maintenance Department. These items need to be corrected within the proposed time allotment, prior to the follow-up inspection.
- Line items with a C (Construction) 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 Building Code Enforcement Office. 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) 617-1800, to her attention.

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

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 and Compliance Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc: Mr. Alan Cox, Assistant Superintendent of School Management (with attachments)


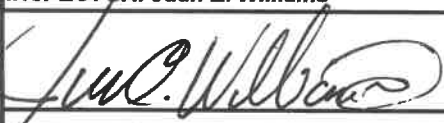
"Our Hands Keep Their Minds Working"


Code Enforcement and Compliance Department & Small Business Enterprise- 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138

(850) 617-1800 · Fax (850) 617-1790

www.lcscodeenforcement@leoncountyschools.net

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8/25/2020				 FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		Aquilina Howell Building				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						3955 West Pensacola Street Tallahassee, FL 32304				
 INSPECTOR SIGNATURE SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021		037-9284-928				
<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	Monthly inspection of fire extinguishers need to be done, tag initialed, and report sent to District.	4			Site-Wide		
2	0000	000	M	Sprinkler head clogged with dirt in stairwell across from elevator.	1				Structural Department	
3	0000	000	M	Main lobby emergency light out in Emergency Mode.	0				Electrical Department	
4	0000	000	O	Replace stained ceiling tile in main lobby at main door.	0					
5	0000	000	M	Label Panel - LP6A and LP6B Electrical Panels not labeled.	0				Electrical Department	
6	0001	103	O	Surge protectors must plug into a dedicated outlet (no piggy backing).	1					
7	0001	111	O	No storage is allowed within corridor - outside of room #111.	0					
8	0001	120	O	Reduce storage of chairs from Mechanical Room.	0					
9	0001	131	O	Remove desk and chairs from corridor.	0					
10	0001	143	M	Exit light is out.	0				Electrical Department	
11	0001	143B	M	Light is out.	0				Electrical Department	
12	0001	143B	O	Reduce storage in area.	0					
13	0001	800	M	Exit light out outside of 01-800 corridor.	0				Electrical Department	

8/25/2020		 LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		<i>Aquilina Howell Building</i>	
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INSPECTOR: Juan E. Williams				3955 West Pensacola Street Tallahassee, FL 32304	
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<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		037-9284-928			
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14	0001	800	O	Storage not allowed. Remove storage in stairwell (chairs).	0				
15	0001	800	O	Remove desk and chairs from corridor leading to Board Meeting Room Exit.	0				
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be performed 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