

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. Lorenzo Hillman, Coordinator, Fire & Safety *LH*

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

Date: February 26, 2018

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. Elishia Golden at goldene2@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 and your Divisional Director.

*****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. Lorenzo Hillman at the Building Code Enforcement Office at (850) 617-1814.** Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc: Mr. Alan Cox, Assistant Superintendent of School Management (with attachments)
Mr. Carl Green, Coordinator of School Plant, Safety, and Sanitation (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) 617-1838 · Fax (850) 617-1790

www.lcscodeenforcement@leoncountyschools.net

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Prepared By: Elishia Golden

1/25/2018								Aquilina Howell Building SCHOOL FACILITY/CAMPUS 3955 West Pensacola Street Tallahassee, Florida 32304				
INSPECTION DATE												
INSPECTOR: LORENZO HILLMAN												
INSPECTOR SIGNATURE <i>Lorenzo Hillman</i>				SIGNATURE DATE <i>2-27-18</i>								
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303				F.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION				037-9284-928				
FISCAL YEAR: 2017-2018												
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	O	Monthly Inspection of Fire Extinguishers Needs to Be Done, Tag Initialed, and Report Sent to the District. <i>2/27</i>				1			Site-Wide	
2	0000	000	O	Usage of Space Heater Shall Comply with Leon County School's Policy Regarding the Use of Space Heaters.				0			Site-Wide	
3	0001	000	M	Remove Vines Growing Up Side of Building.				1			Exterior Campus	Grounds Department
4	0001	000	M	Outside at Satellite Dish, PVC Junction Box and Pipe are Damaged.				0			Exterior Campus	Electrical Department
5	0001	000	M	Fence on West Side of Building is Damaged in Multiple Locations.				0			Exterior Campus	Grounds Department
6	0001	000	M	Fire Alarm Report Does Not Match Tag.				0				Systems Department
7	0001	104	M	Exit Door is Slamming Closed.				1				Structural Department
8	0001	106	M	Emergency Light Missing/Not Identified in Gang Bathroom.				0				Electrical Department
9	0001	109	M	Emergency Light Missing/Not Identified in Gang Bathroom.				0				Electrical Department
10	0001	110 A	M	Seal Penetrations With Material Listed For Commercial Use, Not Spray Foam.				1				Structural Department
11	0001	111	O	Gas Powered Equipment Needs to be Stored in the Proper Location.				1				
12	0001	111 A	M	Sprinkler Head Missing From Room.				0				EH&S Department
13	0001	112	O	Surge Protectors Must Plug into a Dedicated Outlet, No Piggy Backing.				1				

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INSPECTOR SIGNATURE			SIGNATURE DATE			FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2017-2018					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION			TYPE OF INSPECTION								
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
14	0001	122 A	O	Ceiling Tiles Need to be Re-Installed Around Computer Cables (Going Through Ceiling Tiles).			0				
15	0001	127	M	Add "No Exit" Sign to Door.			1				Sign Shop
16	0001	131	M	Add Yellow Caution Tape at Step From Stage Going to Exit Door.			1				Structural Department
17	0001	131	M	Egress Door From Stage Needs to Have Path Cleared to Right of Way (Also From Exit at Stairs Leading to Same Area).			1				Grounds Department
18	0001	131	M	Exit Door Behind Stage Will Not Open Properly.			0				Structural Department
19	0001	131	M	Modify Drainage Around HVAC Equipment to Stop Erosion Under Concrete Pad (HVAC Pad).			0				Grounds Department
20	0001	131	M	Seal Penetrations in Hard Ceiling, Around Conduit.			0				Structural Department
21	0001	131	M	Hardware on Entry/Exit Door Does Not Comply with Egress Requirements for Assembly Space.			0				Structural Department
22	0001	135	M	Seal Penetrations in Hard Ceiling, Around Conduit.			0				Structural Department
23	0001	141	M	Exit Door Hardware Does Comply with Egress Requirements.			0				Structural Department
24	0001	142	M	Sprinkler Head is Hanging Out of Ceiling (Escution Ring).			1				FH&S Department
25	0001	142 A	O	No Access.			0				
26	0001	143 B	O	Remove Storage From Mechanical Room.			1				
27	0001	200	M	Emergency Light Missing/Not Identified at Interior Egress Access Points.			0				Electrical Department

1/25/2018								<i>Aquiline Howell Building</i>				
INSPECTION DATE								SCHOOL/FACILITY/CAMPUS				
INSPECTOR: LORENZO HILLMAN								3955 West Pensacola Street				
								Tallahassee, Florida 32304				
INSPECTOR SIGNATURE				SIGNATURE DATE								
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2017-2018				F.I.S.H. NUMBER 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
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 checked="" 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: Date of Acknowledgement: 2/28/18.												
X <i>Dave Bellflower</i> Leon County School/Site Administrator												