



# Memorandum

**To:** Mr. Christopher Small, Principal, Augusta Raa Middle School  
 Mr. Chris Cowart, Assistant Principal, Augusta Raa Middle School  
 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:** April 16, 2018

**Subject:** SREF Inspection for Augusta Raa Middle School

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 and Compliance Department. 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](mailto: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.

*\*\*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 Code Enforcement and Compliance Department at (850) 617-1814 or email at [hillmanl@leonschools.net](mailto:hillmanl@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT

**Cc:** Dr. 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 - 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."*


3/1/2018				 <b>Leon County Schools</b>				<b>Angusta Raa Middle School</b> <b>SCHOOL/FACILITY/CAMPUS</b> 401 West Tharpe Street Tallahassee, Florida 32303			
INSPECTION DATE INSPECTOR: LORENZO HILLMAN											
INSPECTOR SIGNATURE <i>Lorenzo Hillman</i>				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2016-2017				F.I.S.H. NUMBER 037-0092-009			
TYPE OF INSPECTION <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				<b>Deficiency Description and Corrective Action Required</b>							
Item #	Building Number	Room Number	M O C				# 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	(ADA) Egress Compliant Hardware Missing in Required Locations.			0			Site-Wide	Locksmith Department
2	0000	000	M	Install (ADA) Code Compliant Knee Protection Accessibility Sinks in All (ADA) Bathrooms. Provide Title II (ADA) Transition Plan.			2			Site-Wide	SREF 5(13)(a), Capital Outlay
3	0000	000	O	Drinking Fountains are Required to Be Cleaned and Maintained Regularly.			3			Site-Wide	
4	0000	000	O	Fire Extinguishers are Required to Have Monthly Inspections.			3			Site-Wide	
5	0000	000	M	Fire Alarm Devices Not Installed Per NFPA 72. This is a Pre-Existing Condition and Should Be Itemized and Noted on the Annual Fire Alarm Inspection Report.			0			Site-Wide	Systems Department
6	0000	000	M	Closers Missing From Exterior Doors.			0			Site-Wide	Structural Department
7	0000	000	O	Remove Piled Up Debris By Ball Fields.			0			Exterior Campus	
8	0000	000	O	Major Renovations Going On at Parent Pick-Up. An Inspection Needs to Be Done Upon Completion.			0			Exterior Campus	Grounds Department
9	0000	000	M	Drainage Ditch is Eroded, By Ball Fields.			0			Exterior Campus	
10	0000	000	O	Cut Weeds in the HVAC Areas.			0			Site-Wide	
11	0000	000	O	Clean Trash and Yard Debris Off Campus.			0			Exterior Campus	


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FIRE				COMPREHENSIVE SAFETY INSPECTION							
CASUALTY				FISCAL YEAR: 2016-2017							
SANITATION											
				<b>Augusta Raa Middle School</b> <b>SCHOOL FACILITY/CAMPUS</b> <b>401 West Tharpe Street</b> <b>Tallahassee, Florida 32303</b>							
				F.I.S.H. NUMBER							
				037-0092-009							
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12	0000	000	M	Handrails Do Not Meet (ADA) Requirements.			0			Site-Wide	Structural Department
13	0000	000	O	Air Fresheners, Deodorizers, and Scented Oils are Not Allowed. Per SREF.			0			Site-Wide	
14	0000	000	O	Remove Fire Ant Mounds From Around Portables.			0			Exterior Campus	
15	0000	000	M	Dumpsters Do Not Have Fencing or Gate Limiting Access to "Authorized Personnel Only".			0			Exterior Campus	Grounds Department
16	0000	000	O	Parking is Prohibited in This Area. No Parking on Grass, Near Buildings #15 and #16.			2			Exterior Campus	
17	0000	000	C	Portables That Have Been on Site 4 Years or More are Required By SREF, Chapter 5, to Have Covered Walkways.			1			Site-Wide	SREF 5(14)(6)3a. Capital Outlay
18	0000	000	O	Gates in the Means of Egress Need to Remain Unchained and Unlocked During Occupied Hours.			0			Site-Wide	
19	0000	000	O	Current SREF Report Need to Be Posted in Each Portable			1			Site-Wide	
20	0000	557	O	Remove Storage From Bathroom.			4			Portable	
21	0000	557	M	Replace No Skid on Secondary Exit on Portable.			4			Portable	Structural Department
22	0000	557	O	Curtains on Bookcases and Windows Do Not Comply with NFPA Standards.			1			Portable	


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23	0000	557	O	Cleaning Products Need to Be Kept Out of the Reach of Children.	0			Portable		
24	0000	557	O	Remove Cord Going Under the Door to Bathroom.	0			Portable		
25	0000	558	O	Remove Storage From Bathroom.	4			Portable		
26	0000	558	O	Surge Protectors Must Plug Into a Dedicated Outlet, No Piggybacking.	1			Portable		
27	0000	558	M	Floor is Loose is Several Locations.	1			Portable	Structural Department	
28	0000	558	O	Curtains on Bookcases, Windows and Hanging in Bathroom Do Not Meet NFPA Requirements.	1			Portable		
29	0000	558	M	Wooden Ramp, Leading Up to Portable, is Splintered and Damaged.	0			Portable	Structural Department	
30	0000	558	O	Keep Cleaning Supplies Out of the Reach of Children.	0			Portable		
31	0000	558	O	Remove After-Market Festive Lighting Hanging in Permanent Fashion.	0			Portable		
32	0000	559	O	Remove Storage From Bathroom.	4			Portable		
33	0000	559	O	Curtain on Bookcases and Windows Do Not Comply with NFPA Requirements.	1			Portable		




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34	0000	559	M	Ceiling Tiles With Light Fixtures are Damaged.			0			Portable	Electrical Department
35	0000	559	M	Junction Box in Ceiling Tile is Missing Cover.			0			Portable	Electrical Department
36	0001	102 B	M	Threshold at Exterior Door Needs to Be Modified to Reduced Trip/Fall Hazards.			1				Structural Department
37	0001	103	M	Modify Threshold to Comply with (ADA)/Egress Requirements.			1				Structural Department
38	0001	103 C	M	Door Will Not Close and Latch.			1				Structural Department
39	0001	105	O	Remove Furniture Blocking Accessibility to the Mechanical Room.			2				
40	0002	000	O	Maintain Access to the Emergency Escape Windows at All Times.			0			Building-Wide	
41	0002	001	M	Carpet is Frayed and Peeling.			0				Carpet Shop
42	0002	001	M	Door is Slamming Closed.			0				Structural Department
43	0002	001	O	Remove Materials Obstructing the Means of Egress to the Emergency Escape Window.			3				
44	0002	003	O	Replace and Date Water Stained Ceiling Tiles.			1				


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45	0002	009 A	O	No Access.	1			
46	0002	013	O	No Access.	1			
47	0002	015	O	No Access.	1			
48	0002	015	O	Keep Combustible Materials 3' Clear from the Perimeter of the Electrical Panels.	4			
49	0002	015 A	O	Keep Combustible Materials 3' Clear from the Perimeter of the Electrical Panels.	4			
50	0002	101	O	Remove Storage From Mechanical Room.	1			
51	0002	201	M	Install Insulation on HVAC Conduits.	2			HVAC Department
52	0002	201	O	Remove Storage From Mechanical Room.	1			
53	0003	006	O	Room Not Designated Storage on F.I.S.H., Remove Storage.	1			
54	0004	000	O	Curtains on Windows, Bookcases, and Desks Do Not Have Labels Designating Materials Meet NFPA Requirements.	0			Building-Wide
55	0004	000	M	Re-Secure Loose and Damaged Treads in Multiple Locations, on the Stairs.	0			Building-Wide Structural Department


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56	0004	010	O	No Access.			1				
57	0004	013	O	Surge Protectors Shall Plug Into a Dedicated Outlet, No Piggybacking.			2				
58	0004	014	O	Surge Protectors Shall Plug Into a Dedicated Outlet, No Piggybacking.			1				
59	0004	015	O	Extension Cords Cannot Be Used as Permanent Power.			2				
60	0005	006	O	Extension Cords Cannot Be Used as Permanent Power.			2				
61	0006	000	O	Curtains on Windows, Bookcases, and Desks Do Not Have Labels Designating Materials Meet NFPA Requirements.			0			Building-Wide	
62	0006	000	M	Slats on Stairs are Loose.			0			Building-Wide	Structural Department
63	0006	004	O	Move Gas Powered Equipment to the Proper Storage.			1				
64	0006	004	O	Remove After-Market Festive Lights.			1				
65	0006	004	O	Replace Missing Ceiling Tile.			1				
66	0006	005	O	Remove After-Market Festive Lighting From Classroom.			2				

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67	0006	014	O	Surge Protectors Shall Plug Into a Dedicated Outlet, No Piggybacking.		1				
68	0006	017	O	Remove Combustible Materials Hanging From Ceiling.		3				
69	0007	001	O	Replace and Date Water Stained Ceiling Tiles.		0				
70	0007	001	O	Keep Combustible Materials 3' Clear from the Perimeter of the Electrical Panels.		3				
71	0007	101	O	Remove All After-Market Multi-Plug Adaptors. Install Listed Surge Protectors.		2				
72	0007	101	M	Investigate Possible Water Leak in Ceiling Tiles.		0				Roofing Department
73	0007	101	O	Surge Protectors Shall Plug Into a Dedicated Outlet, No Piggybacking.		2				
74	0007	107	M	Junction Box is Missing Cover With Exposed Wires.		0				Electrical Department
75	0008	000	O	Curtains on Windows, Bookcases, and Desks Do Not Have Labels Designating Materials Meet NFPA Requirements.		0			Building-Wide	
76	0008	105	O	Curtains Do Not Have Labels Designating Materials Meets NFPA Standards.		1				
77	0008	110	M	Janitor's Closet is Required to Have (1) Hour Rating.		0				Structural Department




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				401 West Tharpe Street Tallahassee, Florida 32303							
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78	0008	110	M	Investigate Possible Water Leak in Ceiling Tiles.			0				Roofing Department
79	0008	110	O	Replace Missing/Broken Ceiling Tiles.			0				
80	0008	110	O	Replace and Date Water Stained Ceiling Tiles.			2				
81	0008	110	M	No Door Hardware. Install (ADA) Code Compliant Egress Hardware on Doors. Provide Title II (ADA) Transition Plan.			0				Structural Department
82	0008	116	O	Curtains on Stage are Frayed and Damaged.			0				
83	0009	000	O	Remove Storage From Shower Area.			1				
84	0009	000	O	Gas Cans and Gas Powered Equipment Need to Be Stored in Proper Storage Locations.			0			Building-Wide	
85	0009	000	M	Downspout is Damaged With Sharp Edges, By the Basketball Court.			0			Exterior-Campus	Roofing Department
86	0009	003 B	O	Keep Combustible Materials 3' Clear From the Perimeter of the Electrical Panelboard.			2				
87	0010	000	M	Threshold at Stairs on Gym Floor Do Not Comply with (ADA)/Egress Requirements.			1				Structural Department
88	0010	000	O	Weeds Need to Be Cut Away From Building and Off of (ADA) Ramps Leading to Locker Rooms.			1				

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89	0010	000	M	Exit Doors, at Boy's Locker Room, Will Not Close and Latch Properly.				0				Structural Department
90	0010	000	M	Hardware on Exit Door, at the Boy's Locker Room, is Damaged and Loose.				0				Structural Department
91	0010	001	M	Outlets on Stage Need to Be Secured Properly.				0				Electrical Department
92	0010	002	M	Current State Certification Missing at Boiler.				0				HVAC Department
93	0010	002	M	Maintain (1) Hour Rating in Boiler Room Walls.				0				Structural Department
94	0010	003	O	Remove Storage From Mechanical Room.				3				
95	0010	003	M	Foam Spray Used to Seal Penetrations is Not Listed for Commercial Use.				1				
96	0010	003	O	Ice Machine and Refrigeration Cannot Be in Mechanical Rooms.				1				
97	0010	003	M	Seal Penetrations With Listed Materials for Commercial Use.				0				Structural Department
98	0010	004 D	M	Maintain (1) Hour Rating in Janitor's Closet Walls.				0				Structural Department
99	0010	004 G	O	No Access.				0				


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100	0010	004 G	O	3				Remove Storage From Mechanical Room.
101	0010	004 G	O	3				Room Not Designated Storage on F.I.S.H., Remove Storage.
102	0010	004 H	M	1				Roof is Leaking Leaving Puddles on Floor Every time it Rains.
103	0012	001	M	0				Fence Outside of 12-001 is Damaged.
104	0012	001	M	1				Threshold at Secondary Exit Does Not Comply with Egress Requirements.
105	0012	003 B	O	3				Maintain Poty Parity at All Times.
106	0012	004	M	1				Dryer Vent is Damaged.
107	0013	004	O	0				No Access.
108	0013	004	M	0				Wooden Steps are Rotted and Splintered.
109	0013	101 C	O	0				Replace Missing/Broken Ceiling Tiles.
110	0013	101 C	O	2				Surge Protector Must Plug Into a Dedicated Outlet, No Piggybacking.


**Augusta Raa Middle School**  
**SCHOOL FACILITY/CAMPUS**  
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 Tallahassee, Florida 32303


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<b>Item #</b>	<b>Building Number</b>	<b>Room Number</b>	<b>M O C</b>	<b>Deficiency Description and Corrective Action Required</b>	<b># of Times Deficiency Previously Cited</b>	<b>Schedule for Correction No Later Than</b>	<b>Re-Inspection Correction Date</b>	<b>Site-Wide Building-Wide Exterior Campus or Portable</b>	<b>REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT</b>		
111	0013	101 C	O	Surge Protectors Must Plug Into a Dedicated Outlet, No Piggybacking.	1						
112	0013	101 C	O	Chemical Storage Needs to Remain Locked at All Times.	1						
113	0013	101 C	M	Secondary Exit Door Will Not Close and Latch Properly.	1				Structural Department		
114	0013	101 C	M	Investigate and Repair Roof Leak Around Fume Hood Exhaust.	1				Roofing Department		
115	0013	101 C	O	Replace and Date Wet and Moldy Ceiling Tiles.	1						
116	0013	101 C	O	Emergency Eyewash and Shower Needs to Be Cleaned and Maintained Regularly.	1						
117	0013	102 A	O	Remove Storage From Electrical Room.	1						
118	0013	103	M	Outside of 12-103, Emergency Call Box is Inoperable.	0				Systems Department		
119	0014	000	O	Remove Furniture Blocking Accessibility to the Means of Egress to the Corridor Area.	3						
120	0014	000	M	Multiple Security Light Covers are Burned/Damaged.	0			Building-Wide	Electrical Department		
121	0014	101 A	M	Fire Alarm Has the Wrong Date and Time.	0				Systems Department		



3/1/2018										
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<b>TYPE OF INSPECTION</b>										
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION										
			<b>LEON COUNTY SCHOOLS</b>  FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2016-2017							
							<b>Augusta Raa Middle School</b> <b>SCHOOL/FACILITY/CAMPUS</b> 401 West Tharpe Street Tallahassee, Florida 32303			
							<b>F.I.S.H. NUMBER</b> <b>037-0092-009</b>			
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122	0014	101 A	M	Fire Alarm is Missing Plastic Insects.	0				Systems Department	
123	0014	101 A	M	No Document Verifying Repairs Were Done on the Annual Fire Alarm Inspection Report.	0				Systems Department	
124	0014	106	O	Maintain Potty Parity at All Times.	1					
125	0014	106	O	Clinic Does Not Comply with Requirements of SREF Chapter 5.	1				SREF 5(13)(g).	
126	0014	106 A	O	Replace and Date Water Stained Ceiling Tiles.	0					
127	0014	106 B	O	Bathroom Being Used as Staff Bathroom. Room is Designated for Student Use Only. Relocate the Staff Bathroom.	2					
128	0014	114	O	Remove Storage Blocking Access to the Fire Communicator.	1					
129	0014	115	O	Remove Combustible Materials From the Mechanical Room.	4					
130	0014	115	O	Remove Storage From the Mechanical Room.	1					
131	0015	102	M	Bathroom Missing Male/Female Designations.	0				Sign Shop	
132	0015	103	M	Bathroom Missing Male/Female Designations.	0				Sign Shop	



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			Tallahassee, Florida 32303						
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133	0015	104	M	Secondary Exit Door Will Not Close and Latch Properly.	0				Structural Department
134	0015	104	O	Sink Need to Cleaned and Maintained Regularly.	0				
135	0015	104 A	O	Combustible Shelving Cannot Be Used in the Kiln Room.	1				
136	0015	104 A	O	Remove Combustible Storage Not for Kiln Use From the Kiln Room.	1				
137	0015	104 A	O	Keep Combustible Materials 3' Clear from the Perimeter of the Kiln.	4				
138	0015	104 B	O	Remove Excessive Accumulated Combustible Materials Piled on Floors.	5				
139	0015	105	O	Emergency Eyewash and Shower Needs to Be Cleaned and Maintained Regularly.	1				
140	0015	105	M	Main Entry Door is Slamming Closed.	0				Structural Department
141	0015	105	O	Keep Safety Areas Clear Around Equipment at All Times.	1				
142	0015	105	O	Replace and Date Water Stained Ceiling Tiles.	2				
143	0015	105	M	Investigate Water Intrusion Leaking From Ceiling.	2				Roofing Department

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144	0015	105 B	O	Replace Missing Ceiling Tile.	0				
145	0016	101	O	No Access.	1				
146	0016	101	O	Remove Combustibles From Ceiling.	0				
147	0016	102	M	Seal Penetrations with Listed Products for This Type Use.	1				Structural Department
148	0016	103	O	No Access.	0				
149	0018	000	O	Ceiling Tiles in Kitchen Need to Be Cleaned.	1				
150	0018	000	O	Floor Under Kitchen Equipment Needs to Be Cleaned Regularly.	1				
151	0018	000	O	Serving Line, Floor Needs to Be Cleaned Under Equipment Regularly.	1				
152	0018	000	M	Kitchen Tile Skillet Not Located Under Hood Properly.	1				EH&S Department
153	0018	000	M	Cafeteria Doors are Slamming Closed.	0				Structural Department
154	0018	000	M	Downspout Missing, By Double Exit Doors, Near Portables	0				Roofing Department

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155	0018	004 A	M	Privacy Dividers Missing at Urinals.	0				Structural Department
156	0018	005 B	C	Install (ADA) Code Compliant Knee Protection Accessibility Sinks in All (ADA) Bathrooms. Provide Title II (ADA) Transition Plan.	2				SREF 5(13)(a). Capital Outlay
157	0018	008	O	No Access.	1				
158	0018	009	O	No Access.	1				
159	0018	009	M	Entry/Exit Doors are Slamming Closed.	0				Structural Department
160	0018	010	O	No Access.	0				
161	0018	011	O	Pulpier Room Floor Needs to be Cleaned Regularly.	0				
162	0018	014	M	Floor in the Cooler is Loose.	0				Carpet Shop
163	0099	529	M	Main Entry Door Closer is Damaged.	0			Portable	
164	0099	529	M	Ceiling Above Main Entry Door is Wet and Rotted.	0			Portable	Structural Department
165	0099	529	O	Keep Cleaning Supplies Out of the Reach of Children.	0			Portable	



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166	0099	529	O	Treat for Bug/Roach Infestation.			0			Portable	
167	0099	529	M	Secondary Exit Door Will Not Close and Latch Properly.			0			Portable	Structural Department
168	0099	529	M	Repair Multiple Holes in Walls.			0			Portable	Structural Department
169	0099	530	M	Secondary Egress Door is Slamming Closed.			0			Portable	Structural Department
170	0099	531	M	Ramp Has Loose and Exposed Nails.			0			Portable	Structural Department
171	0099	531	M	Secondary Exit Door is Rotted and Damaged.			0			Portable	Structural Department
172	0099	531	O	Remove Storage From Bathroom.			2			Portable	
173	0099	531	M	Skirting is Damaged.			1			Portable	Structural Department
<b>END OF SREF INSPECTION REPORT</b>											

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A re-inspection of the identified deficiencies will be performed approximately 60-90 days subsequent of inspection date. <b>Re-Inspection Date:</b>										
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										