



Memorandum

To: Mr. Shayne Syfrett, Director of Staff Development
 Mr. Alvin "Butch" Watkins, Director of Maintenance
 Mr. Danny Allbritton, Director of Construction

From: Mr. Mark A. Evans, Project Manager, Fire & Safety Inspector *ME*

Through: Mr. LaRoderick E. McQueen, Certified Building Official/Divisional Director *LEW*

Date: October 13, 2023

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 Katheryn White at whitek3@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.

If you have any questions or comments regarding any items noted on this report, please feel free to contact **Mr. Mark A. Evans at the Code Enforcement and Compliance Department at (850) 617-1812 or email at evansm5@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT


Cc: Mrs. Deana McAllister, 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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08/25/2023				 FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303	Aquilina Howell Building SCHOOL/ FACILITY/CAMPUS 3955 West Pensacola Street Tallahassee, FL 32304				
INSPECTION DATE									
INSPECTOR: Mark A. Evans									
INSPECTOR SIGNATURE SIGNATURE DATE									
TYPE OF INSPECTION					F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				037-9284-928					
COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024									

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 the District.	7			Site-Wide	
2	0000	000	O	Replace water stained and/or broken ceiling tile(s) above the main entrance/exit	1				SREF 5(2)(e)(8)j
3	0000	000	O	Remove deodorizers. Deodorizers are not allowed.	1				SREF 5(16)(b)(2)(c)j
4	0000	000	O	Grounds keeping work needed.	1				
5	0000	000	O	All water hoses need to be on reels when not in use.	1				
6	0000	000	M	Fence Southwest of property next to Brown's Moving Company needs repairing preventing access.	0				Grounds
7	0001	101A	O	Replace stained ceiling tile x1	0				SREF 5(2)(e)(8)j
8	0001	104	O	Seal penetrations in ceilings and/or walls.	0				SREF 5(9)a
9	0001	105	M	Seal penetrations in ceilings and/or walls.	1				Structural Department SREF 5(9)(a)
10	0001	108	M	Adjust water fountain next to room 01-108.	1				Plumbing Department
11	0001	112C	O	Replace water stained and/or broken ceiling tile(s).	1				SREF 5(2)(e)(8)j
12	0001	114	M	Junction box shall have all openings sealed.	0				Electrical Department
13	0001	115	M	Junction box shall have all openings sealed.	0				Electrical Department

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INSPECTOR: Mark A. Evans			3955 West Pensacola Street Tallahassee, FL 32304	
INSPECTOR SIGNATURE SIGNATURE DATE			F.I.S.H. NUMBER	
TYPE OF INSPECTION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024	037-9284-928	
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				

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14	0001	119	O	All microwave/ appliances need to be plugged into direct outlet	0				
15	0001	119	O	Seal penetrations in ceilings and/or walls.	0				SREF 5(9)(a)
16	0001	131	O	Remove combustible materials from ceiling. Combustible materials on walls and/or ceilings shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1				NFPA 101-15.7.4.3
17	0001	131	M	Repair the GFCI/receptacle. Building components and finishes shall be kept clean and in good repair.	1				SREF 5(2)(e)(8)j
18	0001	136	O	Improper storage	0				
19	0001	139	O	Microwave needs to be plug directly into an outlet.	1				
20	0001	139	O	Extension cords cannot be used as permanent power.	1				
21	0001	140A	O	Remove non-approved furniture that does not have NFPA label or certificate.	1				NFPA 101-10.3.2
22	0001	140B	O	Remove non-approved furniture that does not have NFPA label or certificate.	1				NFPA 101-10.3.2
23	0001	142A	O	Remove combustible materials from ceiling. Combustible materials on walls and/or ceilings shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building.	1				
24	0001	143B	O	Unobstructed access is required at panelboards.	1				SREF 5(17)(b)(2)

08/25/2023		 LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		<i>Aquilina Howell Building</i>	
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS	
INSPECTOR: Mark A. Evans				3955 West Pensacola Street Tallahassee, FL 32304	
INSPECTOR SIGNATURE SIGNATURE DATE					
TYPE OF INSPECTION		F.I.S.H. NUMBER			
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		037-9284-928			
COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024					

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25	0001	218A	O	Remove deodorizers. Deodorizers are not allowed.	0				SREF 5(16)(b)(2)(c)}
26				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