



Memorandum

TO: Dr. Marsha Sanders, Principal, Astoria Park Elementary School

FROM: Robert Metcalf, LCS Building Code & Permitting Department

DATE: April 21, 2014

RE: **STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES "SREF" INSPECTION**

It has been brought to my attention that items listed below have been cited 3 or more times (2012 and 2013) on the State Requirements for Educational Facilities "SREF" Inspection by the LCS Inspectors.

All of the deficiencies must be corrected. We will be conducting additional inspections to verify that all line items, which were previously cited, have been corrected by your staff.


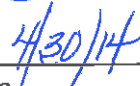
SREF Line Items which have been cited:

1. 0000-000: Site wide-remove wooden chocks from corridor/rated doors.
29. 0002-213: Surge protectors are piggy backed. Surge protectors not plugged into a dedicated wall outlet.

This department will forward its findings to the Board, upon completion of the re-inspection.

If you have any questions, please feel free to contact the Building Code Department @ 617-1838.


Robert Metcalf
LCS Building Code Official


Site Administrator

Date

04/14/14

INSPECTION DATE

Inspector Signature: *Larry Hilen* 4-24-14

INSPECTOR SIGNATURE

SIGNATURE DATE

TYPE INSPECTION

☒ FIRE SAFETY ☒ CASUALTY ☒ SANITATION

COMPREHENSIVE SAFETY INSPECTION - STANDARD

FISCAL YEAR 2013-14

LEON COUNTY SCHOOLS
MAINTENANCE DEPARTMENT
"Our hands keep their minds working"Astoria Park Elementary
SCHOOL/FACILITY/CAMPUS037-0401-040
F.I.S.H./F.I.C.E. NUMBER2465 Atlas Rd. Tallahassee
ADDRESS

Dept	Work Order	Building Number	Room Number	M O C	Estimated Cost	Deficiency Description and Corrective Action Required	Number of Times Def. Cited Before	Sched for Correction NLT	Completion Date	Line Item #
	0	0000	000	O	0	Sitewide-Remove wooden chocks from corridor/rated doors.	3	Immed.		1
	0	0000	000	O	0	Site wide-verify that after market furniture in classrooms have labels designating materials meets NFPA standards.	0	Immed.		2
	0	0000	000	O	0	Site wide-fire extinguisher tags must be filled out monthly and report sent to the district.	0	Immed.		3
	0	0001	000	O	0	Building wide-In pod areas keep egress clear of furniture at all times.	1	Immed.		4
	0	0001	101 L	O	0	Remove storage shelves within 18 inches of sprinkler heads.	2	Immed.		5
	0	0001	102 D	O	0	Extension cords cannot be used as permanent power.	0	Immed.		6
	0	0001	102 F	O	0	Remove combustible materials in front of electric panel.	0	Immed.		7
	0	0001	103 A	O	0	No access.	2	Immed.		8
	0	0001	104	O	0	No storage within 2 ft. perimeter of hotwater heater.	1	Immed.		9
	0	0001	104 A	O	0	No storage within 3 ft perimeter of electric panel.	1	Immed.		10
	0	0001	108	O	0	In corridor near 01-108 remove chairs stored in egress corridor.	2	Immed.		11
	0	0001	108	O	0	In kitchen area clean ceiling tiles around air diffusers. (Dust)	1	Immed.		12
	0	0001	108 F	O	0	Remove storage from mechanical room.	0	Immed.		13
	0	0001	108 G	O	0	Ramp leading up to stage keep entry way onto stage clear at all times.	0	Immed.		14
	0	0001	110	O	0	No access.	1	Immed.		15
	0	0001	110	O	0	Remove storage from within 18 in. of sprinkler head.	0	Immed.		16

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The principal shall hold at least one (1) emergency 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 Emergency Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies

Signature Date: 4/30/14

04/14/14
INSPECTION DATE

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037-0401-040
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SIGNATURE DATE

TYPE INSPECTION

COMPREHENSIVE SAFETY INSPECTION - STANDARD

FISCAL YEAR 2013-14

☒ FIRE SAFETY ☒ CASUALTY ☒ SANITATION

Dept	Work Order	Building Number	Room Number	M O C	Estimated Cost	Deficiency Description and Corrective Action Required	Number of Times Def. Cited Before	Sched for Correction NLT	Completion Date	Line Item #
	0	0001	111 J	O	0	Fire extinguisher tag is outdated needs to be replaced with one from the spare pool.	0	Immed.		17
	0	0001	114 J	O	0	Fire extinguisher tag is outdated needs to be replaced with one from the spare pool.	0	Immed.		18
	0	0001	115 C	O	0	Surge protectors are piggy backed. Surge protectors not plugged into dedicated wall outlet.	1	Immed.		19
	0	0001	115 D	O	0	Replace and date water stained ceiling tile(s).	1	Immed.		20
	0	0001	115 D	O	0	Remove festive lighting hung throughout classroom.	0	Immed.		21
	0	0001	115 J	O	0	Fire extinguisher tag is outdated needs to be replaced with one from the spare pool.	0	Immed.		22
	0	0001	116	O	0	The whole pod area remove combustible materials hanging from ceiling.	0	Immed.		23
	0	0001	116 B	O	0	Remove festive lighting hanging throughout classroom.	0	Immed.		24
	0	0001	116 C	O	0	Draperies/curatins/valences in classroom do not have appropriate documentation certifying the fabric is flame retardant.	1	Immed.		25
	0	0001	116 D	O	0	Draperies/curtains/valences in classroom do not have appropriate documentation certifying the fabric flame retardant.	0	Immed.		26
	0	0001	116 G	O	0	No access.	0	Immed.		27
	0	0002	211	O	0	Remove combustible materials hanging from ceiling.	0	Immed.		28
	0	0002	213	O	0	Surge protectors are piggy backed. Surge protectors not plugged into	3	Immed.		29

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						dedicated wall outlet.				
	0	0002	213	O	0	Replace missing ceiling tile(s).	1	Immed.		30
	0	0002	213	O	0	Extension cords cannot be used as permanent power.	0	Immed.		31
	0	0005	501	O	0	Access to Inspector's Test and drain for sprinkler system must be maintained at all times.	2	Immed.		32
	0	0005	501	O	0	Gas powered equipment needs to be stored in proper location.	1	Immed.		33
	0	0089	134	O	0	Light fixture is missing cover.	1	Immed.		34
	0	0089	134 B	O	0	No current SREF report posted in this portable.	2	Immed.		35
	0	0099	155	O	0	Main entry way security light is missing cover.	2	Immed.		36
	0	0099	155	O	0	No current SREF report is posted in this portable.	2	Immed.		37
	0	0099	155	O	0	Main entry cover needs to be put back on light fixture.	1	Immed.		38
	0	0099	155	O	0	Investigate possible wasp nest above ceiling tiles in classroom.	0	Immed.		39
ELE	270310	0001	000	M	0	Building wide-verify that exhaust fans are operational in bathrooms.	0	05/21/14		40
ELE	270310	0001	111	M	0	In pod corridor exit light is inoperable in normal mode.	0	05/21/14		41
ELE	270310	0001	113 C	M	0	Exit light is inoperable in normal mode.	0	05/21/14		42
ELE	270310	0001	114	M	0	In corridor exit light is inoperable in normal mode.	0	05/21/14		43
ELE	270310	0001	115	M	0	In corridor exit light is inoperable in normal mode.	0	05/21/14		44
ELE	270310	0001	116 C	M	0	Exit light is inoperable in normal mode.	0	05/21/14		45
ELE	270311	0099	155	M	0	Emergency light is inoperable.	0	05/21/14		46

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HVA	270312	0001	104	M	0	Cover is missing off of exhaust fan.	0	05/21/14		47
ROF	270313	0089	134	M	0	Downspout is damaged needs to be repaired or replaced.	0	05/21/14		48
SAF	270313	0001	108	M	0	In kitchen-under kitchen hood verify that suppression nozzels are located properly over stove.	1	05/21/14		49
SAF	270313	0001	108 L	M	0	Verify that cooking appliances are positioned right under suppression system.	0	05/21/14		50
SAF	270313	0001	111 B	M	0	Sprinkler head is missing escutcheon ring.	0	05/21/14		51
SAF	270314	0008	108 D	M	0	Sprinkler head in freezer needs to be sealed properly.	1	05/21/14		52
STR	270317	0001	101 N	M	0	Seal penetration in wall from dryer vent.	1	05/21/14		53
STR	270317	0001	101 N	M	0	Add hasp lock to medication drawer.	0	05/21/14		54
STR	270317	0001	111 B	M	0	Add weather stripping to bottom of exterior door.	0	05/21/14		55
STR	270317	0001	115	M	0	Doors entering into pod are slamming closed need to be adjusted properly.	0	05/21/14		56
STR	270317	0001	116 B	M	0	Doors leading out into corridor need to be adjusted to close properly.	0	05/21/14		57
STR	270317	0002	000	M	0	Building wide-hardware on classroom doors does not comply with egress/ADA requirements.	0	05/21/14		58
STR	270319	0099	155	M	0	Closer is damaged on secondary egress door.	0	05/21/14		59
STR	270319	0099	155	M	0	Ramp leading up to portable has loose nails and boards needs to be resecured and reanchored.	0	05/21/14		60
SYS	270320	0089	134	M	0	Visual notification device is missing from this portable.	0	05/21/14		61

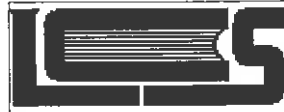
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SYS	270320	0099	155	M	0	Visual notification device is missing from this portable.	0	05/21/14		62
SYS	270320	0099	428	M	0	Visual notification device is missing from this portable.	0	05/21/14		63

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