



# Memorandum

**To:** Ms. Cassandra Poole, Principal, Astoria Park Elementary School  
Ms. Katrina Bradwell, Assistant Principal, Astoria Park Elementary School  
Mr. Ryan Peck, Director of Maintenance  
Mr. Danny Allbritton, Director of Construction

**From:** Mr. Tonnie Rollins, Coordinator, Fire & Safety *TR*

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

**Date:** April 16, 2024

**Subject:** SREF Inspection for Astoria Park Elementary 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. Kathryn White at [whitek3@leonschools.net](mailto: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.

*\*\*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. Tonnie Rollins at the Code Enforcement and Compliance Department at (850) 617-1800 or email at [rollinst2@leonschools.net](mailto:rollinst2@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT


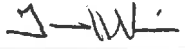
**Cc:** Ms. Anicia Robinson, Director of Elementary Schools (with attachments)


*"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](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."*

03/08/2024				 <p><b>LEON COUNTY SCHOOLS</b></p> <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		<b>Astoria Park Elementary</b>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Tonnie Rollins</b>						2465 Atlas Road				
						Tallahassee, Florida 32303				
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>				<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2023-2024</b>		<b>F.I.S.H. NUMBER</b>				
<b>TYPE OF INSPECTION</b>						<b>037-0401-040</b>				
<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	Dryer vent near Clinic needs cleaning or replacing.	0					
2	0000	000	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors. FBC-A-309.4 and SREF 5(8)(B)4	8			Site-Wide	SREF (13)(a). Capital Outlay	
3	0000	000	O	Fall Surfaces on Playground Need to Be Raked Daily.	6			Site-Wide		
4	0000	000	C	Portable Classrooms That Have Been on Site For (5) or More Years are Required By SREF to Have Covered Walkways. SREF 5 (14)(3)(a) and FBC-B-453.27.52	6			Site-Wide	SREF (14)(b)3.3a. Capital Outlay	
5	0000	000	O	Festive lights/items need removing.	0					
6	0000	000	O	Protruding anchor bolts around playground fall area boarder need to be secured.	1					
7	0000	000	O	All water hoses located on the outside of all buildings need to be properly kept on a reel. Next to Rm# 02-206.	1					
8	0000	000	O	All fencing around Mechanical, Electrical and/or Plumbing need to be securely locked. SREF 5(2)(d)(3).	0					
9	0000	000	M	Secure handrails - Handrails are either missing and/or not in compliance with FBA/ADA code. FBC 101/SREF 5(10)(8).	0				Structural Department	
10	0000	000	O	Exercise Emergency Escape Latches in freezer - it isn't turning freely.	0					
11	0000	000	O	Remove all vines from Playground Area.	0					
12	0001	000	O	Maintain 18" clearance from fire sprinkler head.	3					
13	0001	102N	O	Walkway blocked	0					
14	0001	102J	O	Walkway blocked	0					
15	0001	103B	O	Ramp used as storage	0					

03/08/2024				 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p> <p><b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2023-2024</p>		<b>Astoria Park Elementary</b> <b>SCHOOL/ FACILITY/CAMPUS</b> 2465 Atlas Road Tallahassee, Florida 32303				
INSPECTION DATE										
INSPECTOR: Tonnie Rollins										
INSPECTOR SIGNATURE      SIGNATURE DATE						F.I.S.H. NUMBER				
TYPE OF INSPECTION						037-0401-040				
<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	
16	0001	108D	O	Emergency latches on inside of freezers are inoperable, exercise these latches monthly.	1					
17	0001	109	O	Maintain 18" clearance from fire sprinkler head.	1					
18	0001	116	O	Storage in Mechanical Room is prohibited. SREF 5(16)(6)a.	0					
19	0001	116A	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and/or 40% in a sprinklered building. NFPA 101-15.7.4.3.	0					
20	0001	116D	O	Storage shall be kept a minimum of 18" from sprinkler heads. NFPA 1-10.19.3.1	0					
21	0001	116D	M	Exit light inoperable.	0				Electrical Department	
22	0002	000	O	Replace water stained ceiling tiles (x 16) - Building #2. SREF 5(2)(e)(8)j.	0					
23	0002	200	C	Missing (ADA) Handles on Doors. Install (ADA) Compliant Door Handles on All Required Doors. FBC-A-309.4 and SREF 5(8)(B)4	0			Site-Wide	SREF (13)(a). Capital Outlay	
24	0002	208	O	No Access to Custodial Storage.	0					
25	0002	210	M	Outside Escutcheon ring is missing x 2	0				EH&S	
26	0002	212C	O	Walkway blocked	0					
27	0002	800	M	Duct Tape used for Hood System is Not Allowed.	0				Electrical Department	
28	0002	201	O	Replace water stained and/or broken ceiling tile(s) - Outside of #201 in corridor. SREF 5(2)(e)(8)j	1					
29	0003	303C	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	1					
30	0003	305C	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	0					

03/08/2024		 <b>LEON COUNTY SCHOOLS</b>		<b>Astoria Park Elementary</b>				
<b>INSPECTION DATE</b>				<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Tonnie Rollins</b>				2465 Atlas Road				
				Tallahassee, Florida 32303				
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		<b>F.I.S.H. NUMBER</b>				
<b>TYPE OF INSPECTION</b>				<b>037-0401-040</b>				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2023-2024</b>						


Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>	# 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
31	0003	314	O	Replace water stained and/or broken ceiling tile(s). SREF 5(2)(e)(8)j.	1				
32	0089	134	M	Repair soffit on outside of portable.	1			Portable	Structural Department
33	0099	155	M	Repair or replace missing board on ramp.	1			Portable	Structural Department
34	0099	428	M	Ramp flooring to Entrance/Exit needs repairing.	0			Portable	Structural Department
				<b>END OF SREF INSPECTION REPORT</b>					

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:

  
 Leon County  
 School/Site Administrator