



# Memorandum

**To:** Ms. Jamie Holleman, Coordinator, School Choice  
Mr. Alvin "Butch" Watkins, Director of Maintenance  
Mr. Danny Allbritton, Director of Construction

**From:** Mr. Juan E. Williams, Coordinator, Fire & Safety

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

**Date:** August 27, 2020

**Subject:** SREF Inspection for Bloxham 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. 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. Deanetra S. Grissom at [grissomd@leonschools.net](mailto:grissomd@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.

If you have any questions or comments regarding any items noted on this report, please feel free to contact Mr. Juan E. Williams at the Code Enforcement and Compliance Department at (850) 617-1814 or email at [williamsj20@leonschools.net](mailto:williamsj20@leonschools.net). Thank you for your time and cooperation in this matter.

## ATTACHMENT

Cc: Dr. Alan Cox, Assistant Superintendent of School Management (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."*

8/27/2020			 <b>LEON COUNTY SCHOOLS</b> FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303			<b>Bloxham Building</b>				
INSPECTION DATE						<b>SCHOOL/ FACILITY/CAMPUS</b>				
INSPECTOR: <i>Juan E. Williams</i>						725 South Calhoun Street				
INSPECTOR SIGNATURE      SIGNATURE DATE						Tallahassee, Florida 32301				
TYPE OF INSPECTION			COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2020-2021			F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION						037-9001-75F				
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	<del>MTC</del>	ADA/egress hardware missing from required doors.	2			Building Wide	Structural Department	
2	0001	113D	M	Emergency light out.	0				Electrical Department	
3	0001	118A	O	Extension cords cannot be used as permanent power.	1					
4	0001	201	O	Replace missing ceiling tiles.	2					
5	0001	201A	O	Replace and date ceiling tiles that have water stains.	1					
6	0001	208	O	Outside of #208, ceiling tile is missing.	1					
7	0001	800A	M	Emergency light out in stairwell - top floor.	0				Electrical Department	
8	0001	800J	M	Emergency light out.	0				Electrical Department	
9	00B1	022	O	Remove disconnected Panel Box from floor area - not in use.	0			Basement		
10	00B1	024	M	F.A. in Trouble Mode.	0			Basement	Building Automation	
11	00B1	024A	O	Light fixture at basement entry is missing cover.	2			Basement		
12	00B1	025	M	Hole in wall.	1			Basement	Structural Department	
13	00B1	027	M	Water leaking in through walls.	1			Basement	Structural Department	
<b>END OF SREF INSPECTION REPORT</b>										
A re-inspection of the identified deficiencies will be preformed approximately _____ 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"/>										
Reviewed Emergency Generator Report.      YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Generator Report up-to-date as of SREF Inspection.      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:										

**X** *Janie Holloman*  
 Leon County  
 School/Site Administrator