



Memorandum

To: Mr. Billy Millard, Principal, Buck Lake Elementary School
 Ms. Angela Quiggins, Assistant, Principal, Buck Lake Elementary School
 Mr. Alvin "Butch" Watkins, Interim Director of Maintenance
 Mr. Danny Allbritton, Director of Construction

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

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

Date: April 24, 2019

Subject: SREF Inspection for Buck Lake 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 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 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. Juan E. Williams at the Code Enforcement Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT


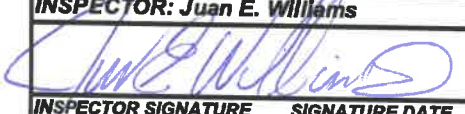
Cc: Ms. Susan "Sue" Kraul, Director of Elementary Schools (with attachments)


"Our Hands Keep Their Minds Working"

Code Enforcement Department - 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
 (850) 617-1838 · Fax (850) 617-1790

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), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."

4/24/2019				 <p style="margin: 0;">FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019</p>		<i>Buck Lake Elementary School</i>				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: <i>Juan E. Williams</i>						1600 Pedrick Road				
 INSPECTOR SIGNATURE SIGNATURE DATE TYPE OF INSPECTION						Tallahassee, Florida 32317				
				F.I.S.H. NUMBER						
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				037-0521-052						
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	After market furniture shall be NFPA approved and the label must be displayed.	1			Site Wide		
2	0000	000	O	Gates in the means of egress shall remain unlocked and unchained during occupied hours.	1			Site Wide		
3	0000	000	O	Fall surfaces on the playgrounds need to be maintained regularly.	4			Site Wide		
4	0000	000	O	Verify fall surfaces has the appropriate amount of material on playgrounds. Add material where needed.	3			Site Wide		
5	0000	000	O	Remove combustibles hanging on fixtures in classrooms.	2			Site Wide		
6	0000	000	O	Replace and date water stained ceiling tiles.	1			Site Wide		
7	0000	000	O	Air fresheners, deodorizers, and scented oils are not allowed per SREF.	1			Site Wide		
8	0000	000	M	Wooden benches at play field on top of hill are splintered and damaged.	1				Structural Department	
9	0000	000	M	Animals on campus need to comply with LCSB Policy 8390.	1			Site Wide		
10	0000	000	M	Seams in outdoor turf need to be secured outside of #99-311.	0				Structural Department	
11	0000	000	O	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district.	0					
12	0001	000	O	Over 20% of combustible materials on the walls. (Remove)	3			Building Wide		
13	0001	107A	O	Housekeeping - remove combustibles from floor.	0					
14	0002	000	O	Over 20% of combustible materials on the walls. (Remove)	1			Building Wide		
15	0004	408	O	Replace and date water stained ceiling tiles.	0					
16	0004	408H	O	Housekeeping - remove combustibles from floor.	0					
17	0004	412	M	Panic Hardware needed on exterior doors.	0				Locksmith	


4/24/2019		 LEON COUNTY SCHOOLS		Buck Lake Elementary School	
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS	
INSPECTOR: Juan E. Williams				1600 Pedrick Road	
				Tallahassee, Florida 32317	
INSPECTOR SIGNATURE		SIGNATURE DATE		F.I.S.H. NUMBER 037-0521-052	
TYPE OF INSPECTION		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303			
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019			

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
18	0005	000	O	Remove storage items from ramp going to stage. Ramp should remain clear at all times.	0				
19	0005	505	O	Maintain access to ADA ramp from stage.	1				
20	0007	701	O	Lint traps on all dryers are required to be cleaned and maintained on a daily basis.	4				
21	0007	703	O	Lint traps on dryer need to be cleaned after each use.	1				
22	0007	714C	O	Housekeeping - remove combustibles from floor.	0				
23	0099	311	O	3' clearance need at Electrical Panel Box.	0				
24	0099	467	M	Spacers needed in Electrical Panel Box.	0				Electrical Department
25	0099	467	M	Exit light out in Emergency Mode.	0				Electrical Department
END OF SREF INSPECTION REPORT									

A re-inspection of the identified deficiencies will be performed approximately 60-90 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

Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: **Date of Acknowledgement:** _____

X 

Leon County
School/Site Administrator