



# Memorandum

**To:** Mr. Richard Holmes, Principal, Chaires Elementary School  
 Ms. Brooks Sperling, Assistant Principal, Chaires Elementary  
 Mr. Ryan Peck, Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

**From:** Mr. Tonnie Rollins, Project Manager, Fire & Safety Inspector TWL

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

**Date:** April 16, 2024

**Subject:** SREF Inspection for Chaires 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. Katheryn 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\*\****

***\*\*The SREF Inspection Reports for each individual portable on site are required by state to be posted. Please post the SREF Inspection Report in their respective portables in a visible location.***

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 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, Compliance & Small Business Enterprise Department


3420 West Tharpe Street - Suite 100 - Tallahassee, Florida 32303-1138

(850) 617-1800 · Fax (850) 617-1790

<https://www.leonschools.net/domain/6096>

***"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."***


02/29/2024				 <p>LEON COUNTY SCHOOLS</p> <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		Chaires Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Tonnie Rollins						4774 Chaires Crossroads				
						Tallahassee, Florida 32317				
INSPECTOR SIGNATURE SIGNATURE DATE				F.I.S.H. NUMBER						
TYPE OF INSPECTION				037-0491-049						
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				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	Fall surfaces on playground need to be raked and maintained regularly.	6			Site-Wide		
2	0000	000	O	Deodorizers, air fresheners, scented oils, and plug-ins are not permitted by SREF.	6			Site-Wide		
3	0000	000	O	Gates around HVAC equipment need to remain locked at all times.	7			Site-Wide		
4	0000	000	O	Fall surfaces are needed in play areas.	1					
5	0000	000	O	All fire extinguishers need to be inspected monthly and card must be initialed and report sent to the district.	1					
6	0000	000	O	All mechanical gates shall remain locked at all times.	1				SREF5(2)(d)(3)	
7	0000	000	M	All water hoses need to be on reels when not in use.	1					
8	0000	000	O	Freezer emergency latch need to turn freely.	1					
9	0001	101A	O	Replace water stained and/or broken ceiling tile(s) (x1).	1					
10	0001	105	O	Replace water stained and/or broken ceiling tile(s) (x1).	1					
11	0001	106	O	Festive Lights shall be temporary for 60 days.	2					
12	0001	106A	O	Room is not designated storage on FISH report. Remove storage or add automatic initiation device.	1					
13	0001	112	O	Receptacle cover need to be replaced.	1					
14	0004	408	O	Remove combustible materials hanging from ceiling.	1				NFPA 101-10.3.1	
15	0004	408A	O	Replace water stained and/or broken ceiling tile(s) (x1).	1					

02/29/2024				 <p style="margin-top: 10px;">FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>	<b>Chaires Elementary School</b>								
<b>INSPECTION DATE</b>					<b>SCHOOL/ FACILITY/CAMPUS</b>								
<b>INSPECTOR: Tonnie Rollins</b>					4774 Chaires Crossroads								
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>					Tallahassee, Florida 32317								
<b>TYPE OF INSPECTION</b>					<b>F.I.S.H. NUMBER</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>					<b>037-0491-049</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
16	0004	412	O	Replace water stained and/or broken ceiling tile(s) (x5).	1				
17	0005	501	M	FISH number needs replacing.	1				Sign Shop
18	0005	501	O	Festive Lights shall be temporary for 60 days.	1				
19	0005	501B	M	Light fixture need to be replaced.	1				Electrical Department
20	0005	501B	O	Replace water stained and/or broken ceiling tile(s).	1				
21	0005	504	M	Doors need to be properly adjusted.	1				Structural Department
22	0005	504A	O	Ramps coming off stage must remain clear at all times.	4				
23	0005	505D	M	Electrical junction boxes shall have all openings sealed.	1				Electrical Department NFPA 70-110.12(A)
24	0005	506A	O	Exercise emergency release on inside of freezer.	1				
25	0007	702	O	Exit blocked	0				
26	0008	800	O	All electrical outlets not in use are required to have plug coverings installed.	3				
27	0008	800A	O	Mechanical room used as storage	0				
<b>END OF SREF INSPECTION REPORT</b>									

A re-inspection of the identified deficiencies will be preformed approximately \_\_\_\_\_ days subsequent of inspection date.      **Re-Inspection Date:** \_\_\_\_\_

02/29/2024		 <p>FACILITIES &amp; CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		<b>Chaires Elementary School</b>					
<b>INSPECTION DATE</b>				<b>SCHOOL/ FACILITY/CAMPUS</b>					
<b>INSPECTOR: Tonnie Rollins</b>				4774 Chaires Crossroads					
				Tallahassee, Florida 32317					
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>				<b>F.I.S.H. NUMBER</b>					
<b>TYPE OF INSPECTION</b>		<b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2023 - 2024		<b>037-0491-049</b>					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION									
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
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	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