

SUPERINTENDENT ROCKY HANNA

BOARD CHAIR
Rosanne Wood
BOARD VICE CHAIR

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BOARD MEMBERS

To: Ms. ShaRhonda Brown, Executive Assistant, Superintendent Rocky Hanna

Mr. Ryan Peck, Director of Maintenance Mr. Danny Allbritton, Director of Construction

From: Mr. Tonnie Rollins, Project Manager, Fire & Safety Inspector T. R.

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

Date: May 29, 2024

Subject: SREF Inspection for Leon County Schools Administration 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 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 whitek@leonschools.net or fax the report to (850) 617-1800, 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 Department at (850) 617-1814 or email at rollinst2@leonschools.net. Thank you for your time and cooperation in this matter.

ATTACHMENT

Cc: Dr. Alan Cox, Executive Director of Schools (with attachments)

CODE ENFORCEMENT, COMPLIANCE, SUSTAINABILITY AND SMALL BUSINESS ENTERPRISE DEPARTMENT 3420 West Tharpe Street, Suite 100 • Tallahassee, Florida 32303-1138 • Phone (850) 617-1838 • Fax (850) 617-1790 • www.leonschools.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, military status, or genetic information."

Building the Future Together

05/13/2024

INSPECTION DATE

INSPECTOR: Tonnie Rollins

7-1W

INSPECTOR SIGNATURE

SIGNATURE DATE

TYPE OF INSPECTION



CASUAL



SANITATION



FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024 LCS Administration Building

SCHOOL/ FACILITY/CAMPUS

2757 West Pensacola Street

Tallahassee, Florida 32304

F.I.S.H. NUMBER

037-9001-900

40	FIRE M	CASUAL	.TY	SANITATION	FISCAL YEAR: 2023-2024	037-9001-900				
Item #	Building Number	Room Number	M O C	<u>Deficien</u>	cy 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	0	Space heaters s safety.	hall comply with Leon County Schools Policy on space heater usage and	3			Site-Wide	
2	0000	000	0	Entrance/Exit of	loor in front office is blocked.	0				
3	0000	000	0	Replace cracke	d light cover next to room 01-036.	0				
4	0000	000	0	All microwave	s need to be plugged into a dedicated outlet.	0			Site Wide	
5	0000	000	0	All animals sha	all remain and confined in cages.	0				
6	0000	000	0	Remove non-a	oproved furniture that does not have NFPA label or certificate.	0				NFPA 101-10.3.2
7	0001	000	С	(ADA)/Egress	door hardware missing from required doors.	4			Building- Wide	SREF (5) 8(b)4. Capital Outlay
8	0001	002C	0	Walkway obstr	ucted	0				
9	0001	005A	М	Emergency exi	t light is inoperable.	0				Electrical Department
10	0001	008	0	Reduce storage	e. No chemicals are allowed in this area.	0				
11	0001	010	0	Replace and da	ate water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
12	0001	018	О	Replace and da	ate water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
13	0001	035	0	Replace and da	ate water stained and/or broken ceiling tile(s) (x3).	0				SREF 5(2)(e)(8)j
14	0001	031	О	Replace and da	ate water stained and/or broken ceiling tile(s)	0				

05/13/2024

INSPECTION DATE

INSPECTOR: Tonnie Rollins

INSPECTOR SIGNATURE

RE SIGNATURE DATE

TYPE OF INSPECTION



E X CASUA

SANITATION



FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024

LCS Administration Building

SCHOOL/ FACILITY/CAMPUS

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				1130AL 1LAN. 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
15	0001	041	0	Walkway used as a storage	0				
16	0001	054	О	Light not working	0				
17	0001	054A	О	Refridgerator not plugged directly into wall	0				
18	0001	141	0	Doorway obstructed	0				
19	0004	003	0	Ceiling tile not flushed	0				
20	0004	005	0	No access.	0				
21	0004	009	0	Fire Extinguisher needs signature	0				
22	0004	015	0	Battery weak on emergency light	0				
23	0004	007B	О	Room is not designated storage on FISH report. Remove storage or add automatic initiation device.	0				
24	0004	013A	О	Remove deodorizers. Deodorizers are not allowed.	0				SREF 5(16)(b)(2)(c)
25	0004	026	0	Doorway obstructed	0				
26	0004	027A	0	Extension cords cannot be used as permanent power.	0				
27	0004	030A	0	Clean spider webs and light covers.	0				

05/13/2024

INSPECTION DATE

INSPECTOR: Tonnie Rollins

INSPECTOR SIGNATURE

SIGNATURE DATE

TYPE OF INSPECTION

FIRE

CASUALT

LTY X

SANITATION



FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024

LCS Administration Building

SCHOOL/ FACILITY/CAMPUS

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Tallahassee, Florida 32304

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				FISCAL TEAR: 2023-2024					
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28	0099	002E	0	Walkway obstructed	0				
29	0099	002J	О	Replace and date water stained and/or broken ceiling tile(s)	0				
30	0099	008A	О	Extension cords cannot be used as permanent power.	0				
31	0099	008A	0	Refridgerator not plugged directly into wall	0				
32	0099	008B	0	Door will not open	0				
33	0099	011A	0	Replace ceiling tile with hole.	1			Portable	
34	0099	011A	0	Improper use of extension cord.	1			Portable	
35	0099	011A	0	Provide and maintain an unobstructed access to the exit and/or emergency escape window.	0			Portable	
36	0099	011A	0	Fire Extinguisher needs signature	0				
37	0099	011A	О	Microwave and refridgerator not plugged directly into wall outlet	0				
38	0099	011E	О	Fire Extinguisher needs signature	0				
39	0099	011G	0	Door knob missing	0				

05/13/2024
INSPECTION DATE
INSPECTOR: Tonnie Rollins

INSPECTOR SIGNATURE

SIGNATURE DATE

TYPE OF INSPECTION

FIRE CASU

ASUALTY X S.

SANITATION



FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303

COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024

LCS Administration Building

SCHOOL/ FACILITY/CAMPUS

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Tallahassee, Florida 32304

F.I.S.H. NUMBER

037-9001-900

				F13GAL 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
40	0099	011Q	0	Light not working	0				
41	0099	012	О	Gutter damage from storm	0				
42	0099	012	О	Fire Extinguisher needs signature	0				
43	0099	012	О	Pressure washer and gas can stored with combustibles	0				
44	0099	012	0	Replace and date water stained and/or missing ceiling tile(s)	0				
				END OF SREF INSPECTION REPORT					

		05/13/	2024					LEON			LCS Administration Building					
INSPECTION DATE									SCHOOL/ FACILITY/CAMPUS							
INSPL	CTOR:	Tonnie I	Rollins			COUNTY				2757 We	st Pensac	ola Street				
THEN						COUNTY				Tallahassee, Florida 32304						
INSPE	TOR SIGN	IATURE	SIGNA	TURE DATE		FACILITIES &	CONSTRU	CTION DEPARTI	MENT	L						
	TY	PE OF IN	SPECTI	ON		3420 W. THARPE ST., TALLAHASSEE, FL 32303					F.I.S.H. NUMBER					
×	FIRE 🛚	CASUA	LTY	SANITATIO		COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024					037-9001-900					
Item #	Building Number	Room Number	M O C	Defic	ency Des	cy 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	
A re-ins	pection of th	e identified	deficienci	es will be prefoπ	ned approximately	days subsequen	t of inspection	date.	Re-Inspection	n Date: _						
The pri	cipal shall h	old at least o	one (1) fire	e drill during each	month, with an ad	nth, with an additional drill being held within the first 30 days of school.				S	N	О				
Review	ed Emergen	cy Generat	or Report		ES	NO Emergency Generator Report up-to-date as of S			ate as of SRI	REF Inspection.		MES		40		
Signate	re of facilit	ty administ	rator atte	sting to Fire Ev	acuation Drills an	nd review of inspection	report ackno	owledging awarene	ess of discovered	d deficiencie	es:					

Leon County

School/Site Administrator

		05/13/	2024				LCS	Admini	stration	Building	
INSPE	CTION DA				▲ ■ LEON	SCHOOL/ FACILITY/CAMPUS					
INSPL	CTOR:	Tonnie F	Rollins		COUNTY	2757 West Pensacola Street					
1-	J-11d	M			LEON COUNTY SCHOOLS	Tallahass	see, Florid	la 32304			
INSPE	TOR SIGN	<i>IATURE</i> PE OF INS		TURE DATE	FACITLITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303			EIS	H. NUMBER		
*	-	CASUAL		SANITATION	COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2023-2024				-9001-90		
Item #	Building Number	Room Number	M. O C	Deficien	cy 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	0099	151L	0	Replace stained	and/ or missing ceiling tile(s)	0			Portable		
	0099	151M	0	Replace stained	and/ or missing ceiling tile(s)	0					
	0099	151R	0	Light not work	ing in hallway	0					
	0099	151V	0	Fire Extinguish	er needs signature	0					
	0099	151V	0	Exit obstructed		0					
	0099	151X	0	Fire Extinguish	er needs signature	0					
	0099	151Z	0	Fire Extinguish	er needs signature	0					
				F	END OF SREF INSPECTION REPORT						
A re-in	pection of th	ne identified	deficienci	es will be preformed a	pproximately days subsequent of inspection date.	20					
The pri	ncipal shall h	old at least o	one (1) fire	e drill during each mo	nth, with an additional drill being held within the first 30 days of school.	N	О				
Review	ed Emergen	icy Generate	or Report	. YES	NO Emergency Generator Report up-to-date as of Si	REF Inspection	1.	YES	N	10	
Signat	re of facili	ty administ	rator atte	sting to Fire Evacua	tion Drills and review of inspection report acknowledging awareness of discovered deficience	cies:					
	0			n							

Printed: 95/29/2024: 339 PM PM S S S S S S PM

05/13/2024 LCS Administration Building INSPECTION DATE SCHOOL/ FACILITY/CAMPUS INSPECTOR: Tonnie Rollins 2757 West Pensacola Street Tallahassee, Florida 32304 INSPECTOR SIGNATURE SIGNATURE DATE **FACITLITIES & CONSTRUCTION DEPARTMENT** TYPE OF INSPECTION 3420 W. THARPE ST., TALLAHASSEE, FL 32303 F.I.S.H. NUMBER **COMPREHENSIVE SAFETY INSPECTION** SANITATION 037-9001-900 FISCAL YEAR: 2023-2024 Site-Wide M Schedule # of Times **Building-**Re-Item | Building Room Deficiency 0 **Deficiency Description and Corrective Action Required** Inspection Wide REMARKS Correction Number Previously Correction Exterior CODE REFERENCE No Later C Cited Date Campus MAINTENANCE ASSIGNMENT Than or Portable

Legh County

School/Site Administrator

		05/13/	2024		A TIFON				LCS Administration Building					
INSPE	CTION DA	ATE									SCHOOL∕ F	ACILITY/CA	MPUS	
INSPE	CTOR:	Tonnie F	Rollins			2757 West Pensacola Street								
	7-1	Wh	•		SCHOOLS Tallahassee, Florida 32304									
INSPEC	TOR SIGN			TURE DATE		ITIES & CONSTRUCTION	- · · · · · · · · · · · · · · · · ·							
		PE OF IN		ON		/. THARPE ST., TALLA					F.I.S.	H. NUMBER		
×	FIRE X	CASUAL	тү	SANITATION	COMPF	REHENSIVE SAFE FISCAL YEAR: 20					037-	9001-90	0	
Item #	Building Number	Room Number	M O C	<u>Deficien</u>	cy Description	y Description and Corrective Action Required						Site-Wide Building- Wide Exterior Campus or Portable	REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT	
1	0099	011A	0	Replace ceiling	tile with hole.		·		1			Portable		
2	0099	011A	О	Improper use o	f extension cord.				1			Portable		
3	0099	011A	О	Provide and ma	intain an unobstructed	access to the exit and	d/or emergency escape wind	low.	0			Portable		
				E	END OF SREF	INSPECTIO	ON REPORT							
A re-ins	pection of th	ne identified	deficiencie	s will be preformed a	approximately days si	ubsequent of inspection date	Re-Inspection D	ate:						
The prir	ıcipal shall h	old at least o	one (1) fire	drill during each mor	nth, with an additional drill bei	ing held within the first 30 d	ays of school.		NC					
Review	ed Emergen	icy Generat	or Report.	YES	NO	Emerg	ency Generator Report up-to-date a	as of SREF In	spection.		ES	N	0	
Signatu	re of facilit	ty administ	rator attes	sting to Fire Evacua	tion Drills and review of in	spection report acknowle	dging awareness of discovered de	ficiencies:						
	1.													

eon County

School/Site Administrator