

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 *TWR*

Through: Mr. LaRoderick E. McQueen, Certified Building Official/ Divisional Director *LE7*

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				 <p>LEON COUNTY SCHOOLS</p> <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>	LCS Administration Building				
INSPECTION DATE					SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Tonnie Rollins					2757 West Pensacola Street				
					Tallahassee, Florida 32304				
INSPECTOR SIGNATURE SIGNATURE DATE					F.I.S.H. NUMBER				
TYPE OF INSPECTION				037-9001-900					
<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	Space heaters shall comply with Leon County Schools Policy on space heater usage and safety.	3			Site-Wide	
2	0000	000	O	Entrance/Exit door in front office is blocked.	0				
3	0000	000	O	Replace cracked light cover next to room 01-036.	0				
4	0000	000	O	All microwaves need to be plugged into a dedicated outlet.	0			Site Wide	
5	0000	000	O	All animals shall remain and confined in cages.	0				
6	0000	000	O	Remove non-approved furniture that does not have NFPA label or certificate.	0				NFPA 101-10.3.2
7	0001	000	C	(ADA)/Egress door hardware missing from required doors.	4			Building-Wide	SREF (5) 8(b)4. Capital Outlay
8	0001	002C	O	Walkway obstructed	0				
9	0001	005A	M	Emergency exit light is inoperable.	0				Electrical Department
10	0001	008	O	Reduce storage. No chemicals are allowed in this area.	0				
11	0001	010	O	Replace and date water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
12	0001	018	O	Replace and date water stained and/or broken ceiling tile(s).	0				SREF 5(2)(e)(8)j
13	0001	035	O	Replace and date water stained and/or broken ceiling tile(s) (x3).	0				SREF 5(2)(e)(8)j
14	0001	031	O	Replace and date water stained and/or broken ceiling tile(s)	0				



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

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

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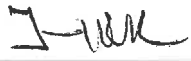
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40	0099	011Q	O	Light not working	0				
41	0099	012	O	Gutter damage from storm	0				
42	0099	012	O	Fire Extinguisher needs signature	0				
43	0099	012	O	Pressure washer and gas can stored with combustibles	0				
44	0099	012	O	Replace and date water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

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<p>A re-inspection of the identified deficiencies will be preformed approximately _____ days subsequent of inspection date. Re-Inspection Date: _____</p> <p>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. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Reviewed Emergency Generator Report. <input type="checkbox"/> YES <input type="checkbox"/> NO Emergency Generator Report up-to-date as of SREF Inspection. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:</p>									

X

Sha Rhonda L. Brown
 Leon County
 School/Site Administrator

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1	0099	151L	O	Replace stained and/ or missing ceiling tile(s)	0			Portable	
	0099	151M	O	Replace stained and/ or missing ceiling tile(s)	0				
	0099	151R	O	Light not working in hallway	0				
	0099	151V	O	Fire Extinguisher needs signature	0				
	0099	151V	O	Exit obstructed	0				
	0099	151X	O	Fire Extinguisher needs signature	0				
	0099	151Z	O	Fire Extinguisher needs signature	0				
				END OF SREF INSPECTION REPORT					

A re-inspection of the identified deficiencies will be preformed 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 ☐

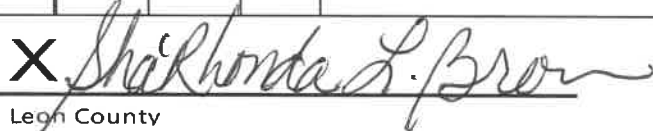
Reviewed Emergency Generator Report. YES ☐ NO ☐ Emergency Generator Report up-to-date as of SREF Inspection. YES ☐ NO ☐



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



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1	0099	011A	O	Replace ceiling tile with hole.	1			Portable	
2	0099	011A	O	Improper use of extension cord.	1			Portable	
3	0099	011A	O	Provide and maintain an unobstructed access to the exit and/or emergency escape window.	0			Portable	
END OF SREF INSPECTION REPORT									

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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:



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