



# Memorandum

**To:** Mrs. Shelly Bell, Director II, Lively Technical College  
 Mr. Richard Richardson, Assistant Director, Lively Technical College  
 Mr. Butch Watkins, Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

**From:** Mr. Juan Williams, Project Manager, Fire & Safety Inspections *J.E.W.*

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

**Date:** March 20, 2020

**Subject:** **SREF Inspection for Lively Technical College**

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. Work orders will be generated addressing each deficient item. 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 or through work order submission to the Maintenance Department. These items need to be corrected within the proposed time allotment, prior to the follow-up inspection.
- Line items with a C (Construction) in the MOC column are to be addressed by the Construction/Facilities Department through Capital Outlay projects 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 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 and your Divisional Director.

*\*\*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 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.

Cc: Dr. Alan Cox, LCS Assistant Supervisor of School Management (with attachments)

Code Enforcement, Compliance and Small Business Enterprise Department

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

(850) 617-1838 · 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, military status, or genetic information."*

3/11/2020  
 INSPECTION DATE  
 INSPECTOR: Juan E. Williams  
 INSPECTOR SIGNATURE



FACILITIES & CONSTRUCTION DEPARTMENT  
 3420 W. THARPE ST., TALLAHASSEE, FL 32303  
 COMPREHENSIVE SAFETY INSPECTION  
 FISCAL YEAR: 2019-2020

*Lively Vocational and Technical Center*  
 SCHOOL/FACILITY/CAMPUS  
 500 North Appleyard Drive  
 Tallahassee, Florida 32303

F.I.S.H. NUMBER  
 037-0361-036

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	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district.	2			Site Wide	
2	0000	000	O	Remove wooden/plastic chocks propping open corridor/rated doors.	10			Site Wide	
3	0000	000	M	Splash guard needed under gutter downspout - Eastside to the right of Main Entrance door.	0				Structural Department
4	0002	000	M	Door hardware does not comply with ADA/egress requirements.	5			Building Wide	Structural Department
5	0002	000	O	Rooms under the stairs should not be used as a storage area.	4			Building Wide	
6	0002	139	O	Replace stained ceiling tile.	0				
7	0003	000	O	All mechanical equipment on the outside of building shall be fenced with locks.	1				
8	0003	103	M	Remount hanging Smoke Detector.	0				Building Automations
9	0003	111	M	Kitchen Suppression System Spray Nozzles need to be aimed toward equipment being served.	0				EH&S
10	0003	111	O	Adjustment needed on ceiling tile next to Suppression System Tanks.	0				Electrical Department
11	0004	000	O	Welding Shop - all power tools and equipment need to be mounted in a permanent method per manufacture specifications (drill press, sanders, ban saw).	2				
12	0004	000	M	Grates at egress do not meet ADA requirements.	3			Building Wide	Structural Department
13	0004	000	O	Welding Shop - extension cords cannot be used as permanent power.	3			Building Wide	
14	0004	000	O	Welding Shop - maintain access to the emergency eye wash stations and fire blankets at all times.	4				
15	0004	000	O	Light fixtures missing covers or tube guards.	7			Building Wide	



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INSPECTOR SIGNATURE	SIGNATURE DATE	FACILITIES & CONSTRUCTION DEPARTMENT	
TYPE OF INSPECTION		3420 W. THARPE ST., TALLAHASSEE, FL 32303	
		COMPREHENSIVE SAFETY INSPECTION	
		FISCAL YEAR: 2019-2020	
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16	0004	000	C	Door hardware does not comply with ADA/egress requirements.	5			Building Wide	
17	0004	103	M	Panic Hardware needed on exit doors (Assembly Area)	0				Building Automations
18	0004	114	O	Keep combustible storage and materials 3' perimeter of the electrical panels.	5				
19	0004	127	O	Area is unoccupied at this time. A life safety inspection is required prior to occupancy.	4				
20	0004	127	M	Make sure that all Life Safety devices are up and operable (smoke detectors)	0				Building Automations
21	0004	144	M	Emergency light inoperable.	0				Electrical Department
22	0006	000	O	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district.	1				
23	0007	000	C	Install ADA/egress compliant hardware on all required doors.	5			Building Wide	Structural Department
24	0007	109	O	Replace missing ceiling tiles x2.	0				
25	0007	801	M	Rehang gutter down spout on loading dock.	1				Roofing Department
26	0008	110	O	Remove storage items from Mechanical Room - No storage allowed in this area.	1				
27	0008	110	M	Electrical Junction Boxes need covers.	0				Electrical Department
28	0008	121	O	Replace ceiling tile with hole in it.	0				
29	0009	000	M	Install ADA/egress compliant hardware on all required doors.	2			Building Wide	Structural Department
30	0009	000	M	Investigate leak in ceiling over Reception Desk.	0				Structural Department
31	0009	132	M	Panic Hardware needed on exterior door (Assembly Area)	0				Building Automations



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INSPECTOR SIGNATURE SIGNATURE DATE

TYPE OF INSPECTION

FIRE  CASUALTY  SANITATION

FACILITIES & CONSTRUCTION DEPARTMENT  
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 COMPREHENSIVE SAFETY INSPECTION  
 FISCAL YEAR: 2019-2020

F.S.H. NUMBER  
 037-0361-036

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 or Portable	REMARKS CODE REFERENCE MAINTENANCE ASSIGNMENT
32	0010	000	O	Fire extinguisher cards need to be filled out properly by onsite staff and report sent to district.	0				
33	0010	105	O	Maintain access to Fire Extinguisher at all times.	0				
34	0010	122	M	Faulty F. A. Pull Station - needs to be replace. (missing pull handle).	0				Building Automation
35	0010	151	O	Gas cans and gas powered equipment need to be stored in proper storage area.	2				
36	0010	151	O	Tanks used for welding need to be secured at all times.	1				
37	0010	158	O	Maintain clearance to Fire Extinguisher at all times.	0				
38	0010	190	M	Fire extinguisher needs current inspection tag.	0				EH&S
39	0010	192	O	Replace missing ceiling tile.	0				
40	0010	193	O	Large holes in ceiling tile, replace.	0				
41	0010	197	O	Replace missing ceiling tile.	0				
42	0010	219	M	Boiler Certification expired.	0				HVAC
43	0014	000	O	Fire alarm log book needs to be located at panel at all times.	1				
44	0014	000	M	Water fountains on outside of building are inoperable (x3).	1				Plumbing Department
45	0014	000	M	Concrete water diverter missing on downspout front right of building main entrance causing erosion.	0				Structural Department
46	0014	112A	M	Electrical outlet needs cover.	0				Electrical Department
47	0014	113	O	Replace ceiling tile with hole in it.	0				
48	0014	114A	O	Replaced stained ceiling tiles. (x2)	0				



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<input checked="" type="checkbox"/> FIRE	<input checked="" type="checkbox"/> CASUALTY
<input checked="" type="checkbox"/> SANITATION	F.I.S.H. NUMBER 037-0361-036

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49	0014	119	M	Exterior door not latching in the closed position, adjustment needed.	0				Structural Department
50	0014	119B	O	Replace ceiling tile with hole in it.	0				
51	0014	124A	O	Replace stained ceiling tiles.	0				
52	0014	128	O	Remove temporary extension cords. Temporary extension are not to be used as a source of permanent power.	0				
53	0014	128A	O	Replace missing ceiling tile.	0				
54	0014	129	M	Exterior door not latching in the closed position, adjustment needed.	0				Structural Department
55	0015	000	M	Exit light inoperable in main lobby.	0				Electrical Department
56	0015	113	O	Replace stained ceiling tile outside of room #15-113.	0				
57	0015	130	O	Replace ceiling tile with hole in it.	0				
58	0015	132	O	Remove storage and keep corridor clear at all times.	0				
59	0015	134	O	No access.	0				
60	0015	135	O	Hole in ceiling tile outside of room #15-135.	0				
61	0015	202	O	Replace missing ceiling tile.	0				
62	0015	204	O	Replace stained ceiling tile outside of room #15-204.	0				

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: \_\_\_\_\_

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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

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

Leon County School/Site Administrator