



# Memorandum

**To:** Ms. Shelly Bell, Director II, Lively Vocational and Technical College  
 Mr. Paul Lambert, Assistant Director, Lively Vocational and Technical College  
 Ms. Regina Browning, Principal, Adult & Community Education  
 Ms. Candace Gautney, Assistant Principal, Adult & Community Education  
 Mr. Alvin "Butch" Watkins, Director of Maintenance  
 Mr. Danny Allbritton, Director of Construction

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

**Through:** Mr. LaRoderick E. McQueen, Building Official *L.E.M.Q.*

**Date:** April 19, 2021

**Subject:** **SREF Inspection for Lively Vocational and Technical College/Adult & Community Education**

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](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.

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](mailto:williamsj20@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT

Cc: Dr. Alan Cox, Executive Director of 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.lcscodenforcement@leoncountyschools.net](http://www.lcscodenforcement@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."***

4/19/2021		<b>Lively Technical College/Adult &amp; Community Education</b>
<b>INSPECTION DATE</b>		<b>SCHOOL/ FACILITY/CAMPUS</b>
<b>INSPECTOR: Juan E. Williams</b>		500 North Appleyard Drive
<i>Juan E. Williams</i>		Tallahassee, Florida 32303
<b>INSPECTOR SIGNATURE</b> <b>SIGNATURE DATE</b>	FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303	<b>F.I.S.H. NUMBER</b>
<b>TYPE OF INSPECTION</b>	<b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2020-2021	<b>037-0361-036</b>
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		

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	0003	000	O	All mechanical equipment on the outside of building shall be fenced with locks.	2				
2	0003	101	M	Seal hole in Electrical Junction Box going to microwave.	0				Structural Department
3	0003	113	O	Reduce the amount of storage in this area.	0				
4	0004	000	O	Welding Shop - extension cords cannot be used as permanent power.	4			Building Wide	
5	0004	000	O	Welding Shop - maintain access to the emergency eye wash stations and fire blankets at all times.	5				
6	0004	103	M	Panic Hardware needed in exit doors (Assembly Area).	1				Building Automation
7	0004	112	O	Replace missing ceiling tiles. (x3)	0				
8	0004	114	O	Keep combustible storage and materials 3' perimeter of the electrical panels.	6				
9	0004	119	M	Emergency light in Emergency Mode.	0				Electrical Department
10	0004	120	O	Surge protectors outlets in individual welding bays need to be secured in more a permanent fashion. This type of surge protector is not designed to be secured by the cord. Box needs to be permanently mounted. (#27, #28, #29, and #30.)	0				
11	0004	120	O	Secure compressed air tanks #32, #51, #64, and #67 in bays.	0				
12	0004	125	M	Open junction boxes in ceiling.	0				Electrical Department
13	0004	125	M	Secure smoke detector.	0				Structural Department
14	0004	126	M	Secure smoke detector.	0				Structural Department
15	0004	128	M	Covers missing on Junction Boxes. Seal open Junction Boxes.	0				Electrical Department

4/19/2021						<i>Lively Technical College/Adult &amp; Community Education</i>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
INSPECTOR: Juan E. Williams			FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303			500 North Appleyard Drive				
						Tallahassee, Florida 32303				
<b>INSPECTOR SIGNATURE</b> <b>SIGNATURE DATE</b>			<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2020-2021</b>			<b>F.I.S.H. NUMBER</b>				
<b>TYPE OF INSPECTION</b>						037-0361-036				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION										
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	
16	0004	135	M	Gutter downspout adapter missing.	0				Grounds Department	
17	0004	144	M	Emergency light out.	0				Electrical Department	
18	0006	000	M	Downspout near entrance needs to be extended away from building to correct erosion issue.	0				Structural Department	
19	0006	103	M	Covers needed for Electrical Junction Box and light switch.	0				Electrical Department	
20	0007	000	M	West side gutter termination needs to be repaired.	0				Structural Department	
21	0007	120	O	This area is not designated for storage. If storage is desired, a CHANGE OF USE needs to be submitted to Facilities & Construction Department for Review.	0					
22	0007	124	O	This area is not designed for flammable storage.	0					
23	0008	108A	O	Housekeeping - keep area clear at all times.	0					
24	0008	120	O	Corridor doors must remain unlocked. Locked doors would create a dead end corridor, which is not allowed.	0					
25	0009	000	M	Gate repair needed at basketball court.	0				Structural Department	
26	0009	121	M	Exit light out in Normal Mode.	0				Electrical Department	
27	0010	000	M	Make sure that all units that allow automobiles to enter have adequate Carbon monoxide detection.	0				Building Automation	
28	0010	121	O	Replace missing ceiling tile.	0					
29	0010	138	M	Junction Box located next to tire changing machine needs cover.	0				Electrical Department	
30	0010	147	M	Carbon monoxide detector unit not working.	0				Building Automation	
31	0010	149	O	Replace missing ceiling tiles. (x4)	0					

4/19/2021		<i>Lively Technical College/Adult &amp; Community Education</i>
<b>INSPECTION DATE</b>		<b>SCHOOL/ FACILITY/CAMPUS</b>
<b>INSPECTOR: Juan E. Williams</b>		500 North Appleyard Drive
		Tallahassee, Florida 32303
<b>INSPECTOR SIGNATURE</b> <b>SIGNATURE DATE</b>	FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303	<b>F.I.S.H. NUMBER</b>
<b>TYPE OF INSPECTION</b>	<b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2020-2021	<b>037-0361-036</b>
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION		

Item #	Building Number	Room Number	M O C	<b>Deficiency Description and Corrective Action Required</b>	# 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
32	0010	151	O	Gas cans and gas powered equipment need to be stored in proper storage area.	3				
33	0010	151	O	Tanks used for welding need to be secured at all times.	2				
34	0010	153	O	All compressed air tanks need to be properly secured.	0				
35	0010	156	O	All compressed air tanks need to be properly secured.	0				
36	0010	158	O	Maintain clearance to Fire Extinguisher at all times.	1				
37	0010	159	M	Cover needed on Electrical Junction Box.	0				Electrical Department
38	0010	188	O	Replace damaged ceiling tile in Paint Booth.	0				
39	0010	191	O	Replace missing ceiling tile outside of #10-191.	0				
40	0014	000	O	Fire alarm log book needs to be located at panel at all times.	2				
41	0014	000	M	Water fountains on outside of building are inoperable (x3).	2				Plumbing Department
42	0014	000	O	Walkways around perimeter of building shall be kept free of leaves and debris at all times.	0				
43	0014	109	O	Replace stained ceiling tile.	0				
44	0014	113	O	Replace ceiling tile with hole in it.	1				
45	0015	000	O	All Emergency Escape windows shall be left clear at all times. Remove desk and chairs.	0				
46	0015	000	O	There shall be no storage of furniture in corridor area. Corridors shall be free and clear at all times.	0				
47	0015	130	M	Replace stained ceiling tile. (Ceiling height above 12'.)	0				Structural Department
48	0015	130	M	Adjustment needed to slamming exterior door.	0				Structural Department
49	0015	130A	O	Replace missing ceiling tile.	0				

<b>INSPECTION DATE</b> 4/19/2021	 <b>LEON COUNTY SCHOOLS</b>	<b>Lively Technical College/Adult &amp; Community Education</b>
<b>INSPECTOR: Juan E. Williams</b>		<b>SCHOOL/ FACILITY/CAMPUS</b>
		500 North Appleyard Drive Tallahassee, Florida 32303
<b>INSPECTOR SIGNATURE</b> _____ <b>SIGNATURE DATE</b> _____	FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303	<b>F.I.S.H. NUMBER</b>
<b>TYPE OF INSPECTION</b>	<b>COMPREHENSIVE SAFETY INSPECTION</b> FISCAL YEAR: 2020-2021	<b>037-0361-036</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
50	0015	130C	O	Replace missing ceiling tiles. (x2)	0				
51	0015	131	O	Secure compressed air tank with chain/strap.	0				
52	0015	131	O	Pest Control - Infestation of roaches found in area, extermination needed.	0				
53	0015	132	M	Threshold under exterior door needs to be secured.	0				Structural Department
54	0015	133	M	Tripping Hazard - Protruding clean out cap up too high on the outside corridor.	0				Plumbing Department
55	0015	135	O	Repair window blinds in this whole area.	0				
56	0015	204	M	Seal all penetrations in room.	0				
<b>END OF SREF INSPECTION REPORT</b>									

A re-inspection of the identified deficiencies will be performed 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:

  
 Leon County  
 School/Site Administrator