August 17, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Annual Fire, Sanitation, and Casualty Inspection

Item Description:
This item requests Board approval for the Annual Fire, Sanitation and Casualty Inspection.

Overview:
The State Requirements for Educational Facilities (SREF) mandates that the College perform an annual safety inspection for all College sites and facilities.

Salient Facts:
This report details another year of improvement for the College, with 7 deficiencies cited for all 6 campuses. This also represents the best inspection of any year to date, and eight consecutive years in which less than 30 deficiencies were cited. This inspection was performed in October of 2008. All deficiencies have been addressed.

Past Actions:
The Board has approved these inspections in past years.

Future Actions:
This is an annual inspection that will be brought to the Board for approval next year.

Funding/Financial Matters:
At this time all costs were funded through normal Maintenance budgets.

Staff Resource:
Teresa Smith

Recommended Action:
Approve the Annual Fire Safety, Sanitation, and Casualty Inspection as required by SREF.
State Requirements for Educational Facilities (SREF) Inspection
Fiscal Year 2008-2009

<table>
<thead>
<tr>
<th>VMC</th>
<th>Bldg #</th>
<th>Room #</th>
<th>Deficiency Description</th>
<th>Times Cited</th>
<th>Expected Correction/Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>209</td>
<td>1</td>
<td>228</td>
<td>Fire rated door will not latch in closed position</td>
<td>0</td>
<td>10/21/2009</td>
</tr>
<tr>
<td>209</td>
<td>18</td>
<td>103</td>
<td>Remove stops from fire rated door</td>
<td>0</td>
<td>10/15/2009</td>
</tr>
<tr>
<td>804</td>
<td>18</td>
<td>103</td>
<td>Cords running across floor are tripping hazards</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>801</td>
<td>18</td>
<td>106</td>
<td>Electrical equipment is blocked by storage</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>804</td>
<td>35</td>
<td>Bookstore</td>
<td>Improper use of extension cord at cash register</td>
<td>0</td>
<td>11/15/2009</td>
</tr>
<tr>
<td>515</td>
<td>35</td>
<td>Tropical cafe</td>
<td>Fire hood suppression system requires current inspection</td>
<td>0</td>
<td>11/17/2009</td>
</tr>
<tr>
<td>201</td>
<td>38</td>
<td>1st floor lobby</td>
<td>Proper egress width must be maintained during all functions</td>
<td>0</td>
<td>10/17/2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Buildings 2-17, 19-34, 36-37, 39, 41-43 –No deficiencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continue maintenance &amp; repair of walks, roads, drives, and parking lots</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of deficiencies cited not involving serious life safety hazards: 7
Total Number of deficiencies cited involving serious life safety hazards: 0
Date Of The Next Inspection: Oct-09

Signature of Inspector: [Signature]
Date Signed: Oct, 24-08
Approval of Reports by Board (including letter) __Yes__ __No__

Signature of Facility Administrator Acknowledging Awareness of Deficiencies: [Signature]
Date Signed: 7/30/09
State Requirements for Educational Facilities (SREF) Inspection
Fiscal Year 2008-2009

<table>
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<tr>
<th>VMC</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wakulla Center had NO DEFICIENCIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Continue maintenance &amp; repair of walks, roads, drives, and parking lots</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of deficiencies cited not involving serious life safety hazards: 0
Total Number of deficiencies cited involving serious life safety hazards: 0

Date of Next Inspection: Oct-09

Signature of Inspector: [Signature]
Date Signed: Oct. 24-08

Approval of Reports by Board (including letter): Yes  No

Signature of Facility Administrator Acknowledging Awareness of Deficiencies: [Signature]
Date Signed: 1/30/19

Date of Inspection: 16 Oct 08
<table>
<thead>
<tr>
<th>VMC</th>
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<th>Expected Correction/Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classroom</td>
<td>Brogan Musen/TCC Capital Center has NO DEFICIENCIES</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue maintenance &amp; repair of walks, roads, drives, and parking lots</td>
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</tr>
</tbody>
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Total Number of deficiencies cited not involving serious life safety hazards: 0
Total Number of deficiencies cited involving serious life safety hazards: 0
Date Of The Next Inspection: Oct-09

Signature of Inspector: [Signature]
Date Signed: Oct. 24-08

Approval of Reports by Board (including letter): Yes [Signature]
Violation Master Code: [Violation Master Code]

Inspection Page: 1 of 1
Inspection Type: Fire Safety, Casualty, and Sanitation
Date of Inspection: 15-Oct-08

Signature of Facility Administrator Acknowledging Awareness of Deficiencies: [Signature]
Date Signed: [Signature]
Gadsden Center and Utility Bldg has NO DEFICIENCIES

Continue maintenance & repair of walks, roads, drives, and parking lots

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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Gadsden Center and Utility Bldg has NO DEFICIENCIES</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
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<td></td>
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Total Number of deficiencies cited not involving serious life safety hazards: 0
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Date Of The Next Inspection: Oct-09

Signature of Inspector: [Signature]
Date Signed: Oct 24-08
Inspection Page: 1 of 1
Inspection Type: Fire Safety, Casualty, and Sanitation
Date of Inspection: 15-Oct-08

Approval of Reports by Board (including letter): Yes ___ No ___

Signature of Facility Administrator-Acknowledging Awareness of Deficiencies: [Signature]
Date Signed: 7/30/09

* Violation Master Code
# State Requirements for Educational Facilities (SREF) Inspection

**Fiscal Year 2008-2009**

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<tr>
<td></td>
<td></td>
<td></td>
<td>Library Automation Center has NO DEFICIENCIES</td>
<td></td>
<td>N/A</td>
</tr>
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<td></td>
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**Signature of Inspector:**

Date Signed: Oct. 24-08

Inspection Page: 1 of 1

Inspection Type: Fire Safety, Casualty, and Sanitation

Date of Inspection: 15-Oct-08

Approval of Reports by Board (including letter): Yes  No

Signature of Facility Administrator Acknowledging Awareness of Deficiencies: Date Signed

* Violation Master Code