





Memorandum

To: Mr. Paul Lambert, Principal, Canopy Oaks Elementary School
 Ms. Staci Stephens, Assistant Principal, Canopy Oaks Elementary School
 Mr. Alvin "Butch" Watkins, Director of Maintenance
 Mr. Danny Allbritton, Director of Construction

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

Through: Mr. LaRoderick E. McQueen, Building Official 

Date: March 18, 2019

Subject: SREF Inspection for Canopy Oaks Elementary School (Ball Fields)

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 and Compliance 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 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.

***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 E. Williams at the Code Enforcement and Compliance Department at (850) 617-1814 or email at williamsj20@leonschools.net**. Thank you for your time and cooperation in this matter.

ATTACHMENT



Cc: Ms. Susan "Sue" Krual, Director of Elementary Schools (with attachments)


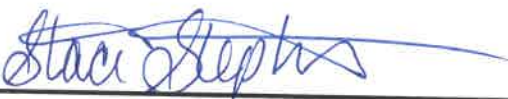
"Our Hands Keep Their Minds Working"

Code Enforcement and Compliance Department & Small Business Enterprise- 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
 (850) 617-1838 · Fax (850) 617-1790

www.lcscodenforcement@leoncountyschools.net

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3/18/2019				 LEON COUNTY SCHOOLS		Canopy Oaks Elementary School (Ball Field)				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						3250 Point View Road				
						Tallahassee, Florida 32303				
INSPECTOR SIGNATURE SIGNATURE DATE				FACILITIES & CONSTRUCTION DEPARTMENT						
TYPE OF INSPECTION				3420 W. THARPE ST., TALLAHASSEE, FL 32303						
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2018-2019		F.I.S.H. NUMBER 037-1161-116				
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	Electrical panels by the road are not fenced to restrict access to "Authorized Personnel Only".	1			Exterior Campus		
2	0000	000	O	There are no F.I.S.H. numbers anywhere.	1			Exterior Campus		
3	0000	000	O	Electrical panels at fields are not secured at fence to restrict access to "Authorized Personnel Only".	1			Exterior Campus		
4	0000	000	O	GFCI cover is damaged at back door of concessions.	1			Exterior Campus		
5	0000	000	O	Fencing around holding pond is damaged in multiple locations.	1			Exterior Campus		
6	0000	000	O	Drains throughout site are not (ADA) Compliant (covers).	1			Exterior Campus		
7	0000	000	O	Remove exposed maintenance equipment piled up near shed by road (old lumber and other debris) .	1			Exterior Campus		
8	0000	000	O	Concrete bumpers are damaged with exposed rebar near parking space.	1			Exterior Campus		
9	0000	000	O	Electrical panels by tennis courts are not fenced.	1			Exterior Campus		
10	0000	000	O	Light pole by playground cover is loose and rusted.	1			Exterior Campus		
11	0000	000	O	Plants by tennis courts poses a potential hazard (berries).	1			Exterior Campus		
12	0000	000	O	No Emergency Call Box present.	1			Exterior Campus		
13	0000	000	0	Gate handle on fence in dugout is broken. (Field #2)	0			Exterior Campus		

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INSPECTOR SIGNATURE SIGNATURE DATE				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER				
TYPE OF INSPECTION						037-1161-116				
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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	
14	0000	000	0	Drain grates at Big Field are too deep creating tripping hazard.	0			Exterior Campus		
15	0000	000	0	Ant beds are present inside playground area.	0			Exterior Campus		
16	0000	000	0	Padding is peeling from platforms on playground equipment exposing hard metal.	0			Exterior Campus		
17	0000	000	0	Handrail going up to Announcers Box on field # is loose from flange.	0			Exterior Campus		
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: _____										
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 										
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: _____ Date of Acknowledgement: _____										
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div>  </div> <div style="margin-top: 5px;"> Leon County School/Site Administrator </div>										