





# Memorandum

**To:** Ms. Leigh Davis, MPA, Director, Office of Resource Stewardship/Park and Recreation  
 Ms. Staci Mortham, Principal, Canopy Oaks Elementary School  
 Ms. Paula Mischler, 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:** January 10, 2022

**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 Mrs. 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.

*\*\*Additionally a separate inspection report has been provided for each portable at your site, in accordance with SREF Chapter 4 Section 4.4 (2) \*\**

*\*\*The SREF Inspection Reports for each individual portable on site are required by state to be posted. Please post the SREF Inspection Report in their respective portables in a visible location.*

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

## ATTACHMENT


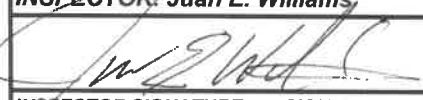
Cc: Mr. William "Billy" Epting, Director of Elementary Schools (with attachments)

*"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) 617-1800 · Fax (850) 617-1790

[www.lcscodeenforcement@leoncountyschools.net](http://www.lcscodeenforcement@leoncountyschools.net)

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| 1/10/2022   |                 |             |             | <br><b>LEON COUNTY SCHOOLS</b><br><br>FACILITIES & CONSTRUCTION DEPARTMENT<br>3420 W. THARPE ST., TALLAHASSEE, FL 32303<br><b>COMPREHENSIVE SAFETY INSPECTION</b><br><b>FISCAL YEAR: 2021-2022</b> |  |                                       |                               | <b>Canopy Oaks Elementary School (Ball Field)</b>   |   |  |  |
|---|-----------------|-------------|-------------|--|--|---------------------------------------|-------------------------------|---|---|--|--|
| <b>INSPECTION DATE</b>  |                 |             |             |  |  |                                       |                               | <b>SCHOOL/ FACILITY/CAMPUS</b>                      |   |  |  |
| <b>INSPECTOR: Juan E. Williams</b>  |                 |             |             |  |  |                                       |                               | 3250 Point View Road                                |   |  |  |
| <br><b>INSPECTOR SIGNATURE</b> <b>SIGNATURE DATE</b>  |                 |             |             |  |  |                                       |                               | Tallahassee, Florida 32303                          |   |  |  |
| <b>TYPE OF INSPECTION</b>   |                 |             |             | <b>F.I.S.H. NUMBER</b>   |  |                                       |                               |   |   |  |  |
| <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION  |                 |             |             | <b>037-1161-116</b>  |  |                                       |                               |   |   |  |  |
| Item #  | Building Number | Room Number | M<br>O<br>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<br>CODE REFERENCE<br>MAINTENANCE ASSIGNMENT |  |  |
| 1   | 0000            | 000         | M           | Raised concrete between Ball Fields could create tipping hazard.   | 0                                      |                                       |                               | Exterior Campus                                     | Masonry Department                                  |  |  |
| 2   | 0000            | 000         | M           | Electrical Panel on property needs to be fenced in.  | 0                                      |                                       |                               | Exterior Campus                                     | Structural Department                               |  |  |
| 3   | 0000            | 000         | O           | Fall Surfaces under playground equipment not adequate, additional is needed.   | 0                                      |                                       |                               | Exterior Campus                                     |   |  |  |
| 4   | 0000            | 000         | O           | Remove weeds from playground area.   | 0                                      |                                       |                               | Exterior Campus                                     |   |  |  |
| <b>END OF SREF INSPECTION REPORT</b>  |                 |             |             |  |  |                                       |                               |   |   |  |  |
| A re-inspection of the identified deficiencies will be preformed approximately _____ days subsequent of inspection date. <b>Re-Inspection Date:</b> _____   |                 |             |             |  |  |                                       |                               |   |   |  |  |
| 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 <input type="checkbox"/> NO <input type="checkbox"/>         |                 |             |             |  |  |                                       |                               |   |   |  |  |
| Reviewed Emergency Generator Report.      YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Generator Report up-to-date as of SREF Inspection.      YES <input type="checkbox"/> NO <input type="checkbox"/> |                 |             |             |  |  |                                       |                               |   |   |  |  |
| Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:   |                 |             |             |  |  |                                       |                               |   |   |  |  |

X

Leon County  
School/Site Administrator