



# 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 *J.W.*

**Through:** Mr. LaRoderick E. McQueen, Building Official *LEMc*

**Date:** March 13, 2019

**Subject:** SREF Inspection for Canopy Oaks Elementary School

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](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)\*\****

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: 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.lcscodeenforcement@leoncountyschools.net](http://www.lcscodeenforcement@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."***



3/13/2019				 <b>LEON COUNTY SCHOOLS</b>		<b>Canopy Oaks Elementary School</b> <b>SCHOOL/ FACILITY/CAMPUS</b> 3250 Point View Road Tallahassee, Florida 32303				
INSPECTION DATE										
INSPECTOR: Juan E. Williams										
 INSPECTOR SIGNATURE      SIGNATURE DATE										
TYPE OF INSPECTION				FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				<b>COMPREHENSIVE SAFETY INSPECTION</b> <b>FISCAL YEAR: 2018-2019</b>		<b>037-1161-116</b>				
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	Remove wooden/plastic door chocks from corridor/rated doors.	4			Site-Wide		
2	0000	000	O	Fall surfaces on playgrounds needs to be raked and maintained daily.	2			Site-Wide	Grounds Department	
3	0000	000	O	Air fresheners and deodorizers are not permitted on campus per SREF.	1			Site-Wide		
4	0000	000	O	Animals on campus need to comply with Leon County Schools Policy on Caged Animals.	1			Site-Wide	L.C.S. Policy 8390	
5	0000	000	O	Mezzanine access doors need to remain closed at all times when not in use.	1			Site-Wide		
6	0000	000	O	Remove combustible curtains hanging over the bookcases, sinks, walls, and desks in the classroom.	1			Site-Wide		
7	0001	000	C	(ADA) Knee protection is missing from the sinks in the lavatories.	1			Building-Wide	SREF 5(13)(a). Capital Outlay	
8	0002	207	O	Housekeeping - remove combustibles stored on floor.	0					
9	0002	210A	O	Housekeeping - remove combustibles stored on floor.	0					
10	0003	313A	O	Replace missing ceiling tiles - stained.	0					
11	0003	316B	O	Remove temporary extension cord taped to the floor and going under the door.	0					
12	0004	400A	O	Remove storage items from ramp leading to stage.	0					

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13	0004	400A	O	Replace missing ceiling tiles.	0				
14	0004	401	O	Remove temporary lights and extension cords hanging from ceiling.	0				
15	0004	402C	O	Remove combustible storage from Kiln Room.	0				
16	0004	403	O	Keep stage exits clear at all times (both exits).	1				
17	0004	403	O	Housekeeping - remove combustibles off floor.	0				
18	0004	403 D	O	Remove combustible storage from the mezzanine access stairs.	1				
19	0004	403 F	O	Arrange storage, so it does not block the access into the room or the bathroom, inside of room (wheeled tray storage rack).	1				
20	0004	403H	O	Keep exit clear at all times -remove storage items.	0				
21	0004	404F	M	No F.I.S.H. Number on freezers (x2)	0				Sign Shop
22	0005	504A	O	Housekeeping - remove combustibles stored on floor.	0				
23	0005	506A	O	Housekeeping - remove combustibles stored on floor.	0				
24	0005	509	O	Adjust slamming door.	0				

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25	0005	509A	O	Housekeeping - remove combustibles stored on floor.	0				
26	0005	510A	O	Housekeeping - remove combustibles stored on floor.	0				
27	0006	606	O	Remove temporary extension cord being used for permeant power - orange cord.	0				
28	0006	609	O	Remove after-market furniture that is not labeled and approved for usage inside of Educational Facilities.	0				
29	0006	613 B	O	Remove storage from the bathroom (tires).	1				
30	0006	614	O	Temporary extension cord laying across egress door going to projector - Not allowed.	0				
31	0008	802	M	Gate under Chiller not latching.	0				Structural Department
32	0008	802	M	Closer on door not operable.	0				
33	0008	802	M	No current certification on boilers.	1				HVAC Department
				<b>END OF SREF INSPECTION REPORT</b>					
A re-inspection of the identified deficiencies will be preformed approximately 60-90 days subsequent of inspection date. <span style="float: right;"><b>Re-Inspection Date:</b> _____</span>									
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		

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Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: <b>Date of Acknowledgement:</b> _____												
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 20px;">X</div> <div>  </div> </div> <div style="margin-top: 10px;">       Leon County        School/Site Administrator     </div>												