





Memorandum

To: 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

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 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.** 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"


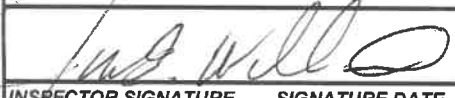

Code Enforcement and Compliance Department & Small Business Enterprise- 3420 West Tharpe Street - Suite 200 - Tallahassee, Florida 32303-1138
 (850) 617-1800 · Fax (850) 617-1790

www.lcscodeenforcement@leoncountyschools.net

"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."

| 1/10/2022 | | | |  <p>FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022</p> | | Canopy Oaks Elementary School SCHOOL/ FACILITY/CAMPUS 3250 Point View Road Tallahassee, Florida 32303 | | | | |
|--|-----------------|-------------|-------|--|--|--|-------------------------------|---|---|--|
| INSPECTION DATE | | | | | | | | | | |
| INSPECTOR: Juan E. Williams | | | | | | | | | | |
| INSPECTOR SIGNATURE SIGNATURE DATE | | | | | | | | | | |
| TYPE OF INSPECTION | | | | | | F.I.S.H. NUMBER | | | | |
| <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION | | | | | | 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 | Fall surfaces on playgrounds needs to be raked and maintained daily. | 5 | | | Site-Wide | Grounds Department | |
| 2 | 0000 | 000 | O | Air fresheners and deodorizers are not permitted on campus per SREF. | 4 | | | Site-Wide | | |
| 3 | 0000 | 000 | O | Animals on campus need to comply with Leon County Schools Policy on Caged Animals. | 4 | | | Site-Wide | LCS. Policy 8390 | |
| 4 | 0000 | 000 | O | All supply rooms that are considered "Safe Corners" shall be free of supply items on floors. | 2 | | | | | |
| 5 | 0000 | 000 | O | Several classrooms have combustible materials hanging from ceiling. This practice is a violation of NFPA Standards. | 1 | | | | | |
| 6 | 0000 | 000 | O | Combustible material on walls shall not exceed 20% coverage. | 1 | | | | | |
| | 0001 | 101J | M | "Trouble Mode" on at dial out panel. | 0 | | | | Building Automation | |
| | 0001 | 102 | O | Ceiling tile adjustment needed. | 0 | | | | | |
| | 0002 | 203A | O | Housekeeping - Keep area around teachers desk clear of combustible materials and organized. | 0 | | | | | |
| | 0002 | 205 | O | Keep combustible material 2' away from ovens. | 0 | | | | | |
| | 0002 | 206 | O | Keep combustible material 2' away from ovens. | 0 | | | | | |
| | 0002 | 210 | O | Remove combustibles hanging from ceiling. | 0 | | | | | |
| | 0002 | 210A | O | Housekeeping - Keep area clear of combustible materials and organized at all times. | 0 | | | | | |
| 7 | 0003 | 307 A | M | Interior walls look to be separating. Structural Engineer assessment needed. | 2 | | | | Structural Department | |
| | 0003 | 308 | O | Repair ceiling tile. | 0 | | | | | |
| | 0003 | 309 | O | Festive lighting shall be NFPA approved and is temporary (shall be removed within 60 days). | 0 | | | | | |
| 8 | 0003 | 310 B | M | Interior walls look to be separating. Structural Engineer assessment needed. | 2 | | | | Structural Department | |

| 1/10/2022 | | | |  | | Canopy Oaks Elementary School | | | | |
|--|-----------------|-------------|-------------|--|--|---------------------------------------|-------------------------------|---|---|--|
| 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 | | F.I.S.H. NUMBER | | | | |
| <input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION | | | | COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2021-2022 | | 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 | |
| | 0003 | 311 | O | Remove combustibles hanging from ceiling. | 0 | | | | | |
| | 0003 | 316 | O | Temporary extension cords are not allowed. All plugs shall be plugged into a dedicated permanent power source. | 0 | | | | | |
| | 0004 | 400 | O | After market furniture need labels designating materials meets NFPA Standards. | 0 | | | | | |
| 9 | 0004 | 403 | O | All Exits shall stay clear at all times. | 1 | | | | | |
| | 0005 | 501A | O | Housekeeping - Keep area clear of combustible materials and organized at all times. | 0 | | | | | |
| | 0005 | 511 | O | Replace stained ceiling tile. | 0 | | | | | |
| | 0005 | 512 | M | #05-512 gutters leaking at joint. | 0 | | | | Roofing Department | |
| | 0005 | 512 | M | Gutters coming apart at overhead between Buildings #5 and #6 on the Southside. | 0 | | | | Roofing Department | |
| | 0005 | 514 | O | Storage items need to go to LCS Warehouse. | 0 | | | | | |
| | 0006 | 601 | O | Replace stained ceiling tile. | 0 | | | | | |
| | 0006 | 602 | O | Replace mildewed stained ceiling tile. | 0 | | | | | |
| | 0006 | 604 | O | Housekeeping - Keep area clear of combustible materials and organized at all times. | 0 | | | | | |
| | 0006 | 615 | M | Ceiling covering coming down at covered play area near ridge. | 0 | | | | Structural Department | |
| | 0007 | 702 | M | Exterior water fountains clogged. | 0 | | | | Plumbing Department | |
| | 0008 | 803 | M | Replace light bulbs in Flammable Storage. (Ceiling =/ < 12') | 0 | | | | Electrical Department | |
| END OF SREF INSPECTION REPORT | | | | | | | | | | |

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|--|------------------------|--|----------------------|--|--|---|--|---|---|--|
| 1/10/2022 | |  LEON COUNTY SCHOOLS | | Canopy Oaks Elementary School | | | | | | |
| INSPECTION DATE | | | | SCHOOL/ FACILITY/CAMPUS | | | | | | |
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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 |
| A re-inspection of the identified deficiencies will be preformed 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. <input type="text" value="YES"/> <input type="text" value="NO"/> | | | | | | | | | | |
| Reviewed Emergency Generator Report. <input type="text" value="YES"/> <input type="text" value="NO"/> Emergency Generator Report up-to-date as of SREF Inspection. <input type="text" value="YES"/> <input type="text" value="NO"/> | | | | | | | | | | |
| Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies: | | | | | | | | | | |
| <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> | | | | | | | | | | |