

# 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. Mark A. Evans, Project Manager, Fire & Safety

MAE

**Through:** Mr. LaRoderick E. McQueen, Certified Building Official/Director

**Date:** January 27, 2023

**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. Janice N. Tucker at [tuckerj3@leonschools.net](mailto:tuckerj3@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. Mark A. Evans at the Code Enforcement and Compliance Department at (850) 617-1812 or email at [evansm5@leonschools.net](mailto:evansm5@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT


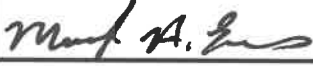
**Cc:** Ms. Anicia Robinson, Director of Elementary Schools (with attachments)



*"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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1/27/2023				 <b>LEON COUNTY SCHOOLS</b>		<b>Canopy Oaks Elementary School</b>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Mark A. Evans</b>						3250 Point View Road				
						Tallahassee, Florida 32303				
<b>INSPECTOR SIGNATURE      SIGNATURE DATE</b>				FACILITIES & CONSTRUCTION DEPARTMENT						
<b>TYPE OF INSPECTION</b>				3420 W. THARPE ST., TALLAHASSEE, FL 32303		<b>F.I.S.H. NUMBER</b>				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				<b>COMPREHENSIVE SAFETY INSPECTION</b>		<b>037-1161-116</b>				
				<b>FISCAL YEAR: 2022-2023</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	Fall surfaces on playgrounds needs to be raked and maintained daily.	6			Site-Wide		
2	0000	000	O	Remove deodorizers. Deodorizers are not allowed per SREF 5(16)(b)(2)(c).	5			Site-Wide		
3	0000	000	O	All supply rooms that are considered "Safe Corners" shall be free of supply items on floors.	3					
4	0000	000	O	Several classrooms have combustible materials hanging from ceiling. This practice is a violation of NFPA Standards.	2					
5	0000	000	O	Combustible material on walls shall not exceed 20% in a non-sprinklered building and/or 40% I a sprinklered building. NFPA 101-15.7.4.3.	2					
6	0000	000	O	Flower bed in front of Main Office is in need of maintaining. Remove standing water in Bird Bath.	0					
7	0002	201A	O	Housekeeping - Remove all unnecessary clutter from area.	0					
8	0002	204A	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security	
9	0002	204A	O	Housekeeping - Remove all unnecessary clutter from area.	0					
10	0002	205	O	Remove combustible materials from ceiling. NFPA 101-10.3.1.	0					
11	0002	208C	O	Remove combustible materials from ceiling. NFPA 101-10.3.1.	0					
12	0002	211	M	Light is not operating correctly, please repair light. (x's 2) SREF 5(17)(a).	0				Electrical Department	
13	0003	313B	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security	
14	0003	316B	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security	
15	0003	318B	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security	
16	0004	400	O	Remove non-approved furniture that does not NFPA label or certificate. NFPA 101-10.3.2	1					
17	0004	401	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security	

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18	0004	403H	O	Housekeeping - Remove all unnecessary clutter from area.	0				
19	0005	508	M	Safety & Security shall provide a label for a "Safe Corner".	0				Safety & Security
20	0006	604	O	Housekeeping - Remove all unnecessary clutter from area.	1				
<b>END OF SREF INSPECTION REPORT</b>									


  

A re-inspection of the identified deficiencies will be performed 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.      YES ☐      NO ☐

Reviewed Emergency Generator Report.      YES ☐      NO ☐      Emergency Generator Report up-to-date as of SREF Inspection.      YES ☐      NO ☐

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