



Memorandum

To: Mr. Paul Lambert, Principal, Canopy Oaks Elementary School
 Ms. Staci Mortham, 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.E.W.*

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

Date: January 14, 2020

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 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: 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.lscscodeenforcement@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."

1/14/2020						Canopy Oaks Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan E. Williams						3250 Point View Road				
				FACILITIES & CONSTRUCTION DEPARTMENT		Tallahassee, Florida 32303				
INSPECTOR SIGNATURE SIGNATURE DATE				3420 W. THARPE ST., TALLAHASSEE, FL 32303						
TYPE OF INSPECTION				COMPREHENSIVE SAFETY INSPECTION		F.I.S.H. NUMBER				
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				FISCAL YEAR: 2019-2020		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.	3			Site-Wide	Grounds Department	
2	0000	000	O	Air fresheners and deodorizers are not permitted on campus per SREF.	2			Site-Wide		
3	0000	000	O	Animals on campus need to comply with Leon County Schools Policy on Caged Animals.	2			Site-Wide	L.C.S. Policy 8390	
4	0000	000	O	Mezzanine access doors need to remain closed at all times when not in use.	2			Site-Wide		
5	0000	000	M	Repaint fire hydrants around Bus Loop (Red).	0				Paint Shop	
6	0000	000	M	Large building numbers on Building 1 and Building 6 are missing.	0				Sign Shop	
7	0000	000	O	All supply rooms that are considered "Safe Corners" shall be free of supply items on floors.	0					
8	0001	000	M	Interior walls look to be separating. Structural Engineer assessment needed.	0				Structural Department	
9	0001	102	O	Maintain clearance to fire extinguisher.	0					
10	0001	102 F	O	Replace missing ceiling tile.	0					
11	0001	201 L	M	Replace Junction Box Cover.	0				Electrical Department	
12	0002	201	O	All electrical outlets not being used need covers.	0					
13	0002	208	O	Remove items hanging from ceilings in classroom.	0					
14	0002	208	M	Plastic around/on playground equipment outside of #02-208 is deteriorating exposing sharp edges.	0				Structural Department	
15	0002	211	M	Gutters are deteriorating leaving holes outside of #02-211.	0				Roofing Department	
16	0002	212	M	Plastic playground equipment needs to be removed.	0				Grounds Department	
17	0003	304 C	O	Replace and date stained ceiling tile. Investigate for leak.	0					

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18	0003	305	O	Remove items hanging from ceilings in classroom.	0					
19	0003	307 A	M	Interior walls look to be separating. Structural Engineer assessment needed.	0				Structural Department	
20	0003	308 B	M	Hole in gutter outside of #03-308 B.	0				Roofing Department	
21	0003	310 B	M	Interior walls look to be separating. Structural Engineer assessment needed.	0				Structural Department	
22	0003	318 A	M	Floor tile cracking.	0				Carpet Department	
23	0004	400A	O	Remove storage items from ramp leading to stage.	1					
24	0004	402C	O	Remove combustible storage from Kiln Room.	1					
25	0004	403	O	All furniture in library needs to be NFPA approved.	0					
26	0004	403 L	M	Replace cracked light switch cover with motion detector/sensor.	0				Electrical Department	
27	0004	403H	O	Keep exit clear at all times -remove storage items.	1					
28	0004	405	M	Carbon monoxide detector needed in room with fuel fired appliances.	0				Electrical Department	
29	0005	504A	O	Housekeeping - remove combustibles stored on floor.	1					
30	0005	506A	O	Housekeeping - remove combustibles stored on floor.	1					
31	0005	509A	O	Housekeeping - remove combustibles stored on floor.	1					
32	0005	510A	O	Housekeeping - remove combustibles stored on floor.	1					
33	0006	602 A	O	Replace stained ceiling tile.	0					
34	0006	614	O	Cord organization needed in Computer Lab.	0					

1/14/2020				 LEON COUNTY SCHOOLS		Canopy Oaks Elementary School				
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35	0008	802	M	Current certification needed on boilers.	2				HVAC Department	
END OF SREF INSPECTION REPORT										
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. 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:										
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 15%;"> X Leon County School/Site Administrator </div> <div style="width: 85%; text-align: center;">  </div> </div>										