

**To:**

Mr. Ryan Peck, Director of Maintenance Mr.  
Danny Allbritton, Director of Construction

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

**Date:**

**Subject:** SREF Inspection Report –

---

Attached to this memorandum is the State Requirements for Educational Facilities (SREF) Inspection Report for the referenced facility. This report outlines identified deficiencies along with the corresponding corrective actions for the entire site. The “MOC” column within the report designates the responsible party for addressing each item as follows:

- **M (Maintenance):** These deficiencies are to be resolved by the Maintenance Department. Please do **not** submit work orders for items listed under this category. Upon completion of all related work, Code Enforcement staff must sign off to verify completion.
- **O (Operational):** Items in this category are the responsibility of site-based staff. These should be corrected within the allotted timeframe before the follow-up inspection.
- **C (Construction and Capital Outlay):** These deficiencies are to be addressed by the Construction/Facilities Department, or an appropriate corrective action plan should be developed.

**Please note:** *Any duplicate/completed deficiencies listed on the attached report, please disregard.*

Upon completion or development of a corrective action plan for the noted deficiencies, please submit notification to the Code Enforcement Department. Indicate completion by initialing and dating the line items you are responsible for on the provided report. Completed reports can be emailed to Mrs. Kathryn White at [kathryn.white@leonschools.net](mailto:kathryn.white@leonschools.net).

A copy of this SREF Inspection Report will also be forwarded to the Board.

**Please Note:**

Under **SREF Chapter 4, Section 4.4 (2)**, a separate inspection report has been provided for each portable classroom on your site. State requirements mandate that these individual reports be posted in a visible location within each respective portable.


If you have any questions or require clarification regarding any item in this report, please contact Mr. Richard Taylor at the Code Enforcement Department at **(850) 617-1812** or via email at [richard.taylor@leonschools.net](mailto:richard.taylor@leonschools.net).


Thank you for your prompt attention and cooperation regarding this matter.


**Attachment****Cc:**


2757 W. Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7100 • Fax (850) 414-5194 • [www.leonschools.net](http://www.leonschools.net)  
“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth


**“EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS”**


04/13/2025					<b>Canopy Oaks Elementary School</b>				
<b>INSPECTION DATE</b>					<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Richard Taylor</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: 2024-2025</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.	7			Site-Wide	
2	0000	000	O	Remove deodorizers. Deodorizers are not allowed per SREF 5(16)(b)(2)(c).	6			Site-Wide	
3	0000	000	O	All supply rooms that are considered "Safe Corners" shall be free of supply items on floors.	4				
4	0000	000	O	Several classrooms have combustible materials hanging from ceiling. This practice is a violation of NFPA Standards.	3				
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.	3				
6	0000	000	O	Flower bed in front of Main Office is in need of maintaining. Remove standing water in Bird Bath.	1				
7	0000	000	M	Fencing around dumpster is rotten and falling apart.	0				Grounds Department
8	0000	000	O	Satellite outside: the gate need lock and chain and shall remain locked at all times.	0				
9	0001	101C	O	Ceiling tile(s) are not flushed with the ceiling.	0				
10	0001	101J	M	Alarm panel is showing trouble.	0				Building Automation
11	0001	101K	O	Remove stacked boxes at the bottom of ladder in 01-201L.	0				
12	0001	101K	M	Alarm panel is showing trouble.	0				Building Automation
13	0001	101L	M	Need sign on door stating "Fire Extinguisher Inside".	0				Sign Department
14	0001	101R	O	Replace stained (painted) ceiling tile(s).	0				

04/13/2025						<b>Canopy Oaks Elementary School</b>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Richard Taylor</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: 2024-2025</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	
15	0001	101T	O	Replace stained (painted) ceiling tile(s).	0					
16	0001	102D	O	Ceiling tile(s) are not flushed with the ceiling.	0					
17	0002	000	O	Remove combustibles hanging from ceiling.	0			Building Wide		
18	0002	000	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and 40% in a sprinklered building.	0			Building Wide		
19	0002	200	O	Chain link gate needs LCS lock and chain and it shall remain locked at all times.	0					
20	0002	200	M	The wood fence and gate needs to be repaired.	0				Grounds Department	
21	0002	201	O	Replace ceiling tile with hole in it.	0					
22	0002	201A	O	Housekeeping - Remove all unnecessary clutter from area.	1					
23	0002	202	O	Festive lights are seasonal and not allowed for more than 60 days.	0					
24	0002	204A	O	Housekeeping - Remove all unnecessary clutter from area.	1					
25	0002	205	O	Remove combustible materials from ceiling. NFPA 101-10.3.1.	1					
26	0002	208B	O	Bathroom is being used for storage. Room is not designated storage on FISH report.	0					
27	0002	208C	O	Remove combustible materials from ceiling. NFPA 101-10.3.1.	1					
28	0002	209	O	Festive lights are seasonal and not allowed for more than 60 days.	0					


04/13/2025						Canopy Oaks Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Richard Taylor						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: 2024-2025		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	
29	0002	213	O	Upstairs door to entrance is not secured.	0					
30	0003	301	O	Festive lights are seasonal and not allowed for more than 60 days.	0					
31	0003	305	O	Remove combustibles hanging from ceiling.	0					
32	0003	307	O	Remove combustibles hanging from ceiling.	0					
33	0003	307	O	Festive lights are seasonal and not allowed for more than 60 days.	0					
34	0003	308	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway is blocked.	0					
35	0003	309	O	Remove combustibles hanging from ceiling.	0					
36	0003	309B	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway is blocked.	0					
37	0003	310A	M	Canopy over doorway needs to be removed.	0				Structural Department	
38	0003	311	O	Remove combustibles hanging from ceiling.	0					
39	0003	313	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and 40% in a sprinklered building.	0					
40	0003	313B	M	Safety & Security shall provide a label for a "Safe Corner".	1				Safety & Security	
41	0003	315	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and 40% in a sprinklered building.	0					

04/13/2025						<b>Canopy Oaks Elementary School</b>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Richard Taylor</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: 2024-2025</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	
42	0003	316B	M	Safety & Security shall provide a label for a "Safe Corner".	1				Safety & Security	
43	0003	318	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and 40% in a sprinklered building.	0					
44	0003	318	O	Remove file cabinet in restroom.	0					
45	0003	318B	M	Safety & Security shall provide a label for a "Safe Corner".	1				Safety & Security	
46	0004	400	O	Remove non-approved furniture that does not NFPA label or certificate. NFPA 101-10.3.2	2					
47	0004	400A	O	Provide and maintain an unobstructed access to the exit/entrance door. Hallway leading to stage is obstructed.	0					
48	0004	401	M	Safety & Security shall provide a label for a "Safe Corner".	1				Safety & Security	
49	0004	401	M	Signage needs to be placed on upstairs door stating "Fire Extinguisher Inside".	0				Sign Department	
50	0004	402	O	Remove combustibles hanging from ceiling.	0					
51	0004	402	O	Replace stained (painted) ceiling tile(s).	0					
52	0004	403A	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0					
53	0004	403D	O	Remove boxes stacked too close to the ceiling.	0					
54	0004	403F	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0					
55	0004	403F	O	Remove boxes stacked too close to the ceiling.	0					
56	0004	403H	O	Housekeeping - Remove all unnecessary clutter from area.	1					


04/13/2025				<b>Canopy Oaks Elementary School</b>					
<b>INSPECTION DATE</b>				<b>SCHOOL/ FACILITY/CAMPUS</b>					
<b>INSPECTOR: Richard Taylor</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: 2024-2025</b>							
Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>	# 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
57	0004	403H	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
58	0004	403L	M	Replace borken light switch plate.	0				Electrical Department
59	0005	502A	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
60	0005	508	M	Safety & Security shall provide a label for a "Safe Corner".	1				Safety & Security
61	0005	510	O	Replace stained (painted) ceiling tile(s).	0				
62	0005	510B	O	Replace stained (painted) ceiling tile(s).	0				
63	0005	511A	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
64	0005	511D	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
65	0005	514	O	Replace stained (painted) ceiling tile(s).	0				
66	0005	514	O	Replace ceiling tile(s) with hole in it.	0				
67	0005	514A	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
68	0006	601C	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0				
69	0006	602	O	Remove combustible materials hanging from ceiling.	0				
70	0006	602	O	Festive lights are seasonal and not allowed for more than 60 days.	0				

04/13/2025						<b>Canopy Oaks Elementary School</b>				
<b>INSPECTION DATE</b>						<b>SCHOOL/ FACILITY/CAMPUS</b>				
<b>INSPECTOR: Richard Taylor</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: 2024-2025</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	
71	0006	602A	O	Replace water stained/broken ceiling tile(s).	0					
72	0006	603	O	Replace stained (painted) ceiling tile(s).	0					
73	0006	604	O	Housekeeping - Remove all unnecessary clutter from area.	2					
74	0006	604	O	Combustible materials on walls shall not exceed 20% in a non-sprinklered building and 40% in a sprinklered building.	0					
75	0006	606	O	Replace stained (painted) ceiling tile(s).	0					
76	0006	609	O	Replace stained (painted) ceiling tile(s).	0					
77	0006	611	O	No access.	0					
78	0006	611C	O	Provide and maintain an unobstructed access to the exit/entrance door. Doorway/walkway is obstructed.	0					
79	0006	612	O	Replace stained (painted) ceiling tile(s).	0					
80	0006	613	O	Replace stained (painted) ceiling tile(s).	0					
81	0006	613A	M	Replace hanging (missing) light guard.	0				Electrical Department	
82	0006	614	O	Replace stained (painted) ceiling tile(s).	0					
83	0008	801	O	Fenced area need a lock and chain and shall remain locked at all times.	0					
84	0008	802	M	Door is not secured properly.	0				Structural Department	
85	0008	802	O	Place corrosive chemicals in proper storage area. Checmicals left outside of door.	0					



04/13/2025				Canopy Oaks Elementary School					
INSPECTION DATE				SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Richard Taylor				3250 Point View Road					
				Tallahassee, Florida 32303					
INSPECTOR SIGNATURE		SIGNATURE DATE		FACILITIES & CONSTRUCTION DEPARTMENT					
TYPE OF INSPECTION				3420 W. THARPE ST., TALLAHASSEE, FL 32303					
<input checked="" type="checkbox"/> FIRE <input checked="" type="checkbox"/> CASUALTY <input checked="" type="checkbox"/> SANITATION				COMPREHENSIVE SAFETY INSPECTION					
				FISCAL YEAR: 2024-2025					
				F.I.S.H. NUMBER					
				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
86	0008	802	O	Mechanical room is being used for storage. Room is not designated storage on FISH report.	0				
87	0050	061	O	Area left unlocked.	0				
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.									
<div>YES</div> <div>NO</div>									
Reviewed Emergency Generator Report.									
<div>YES</div> <div>NO</div>									
Emergency Generator Report up-to-date as of SREF Inspection.									
<div>YES</div> <div>NO</div>									
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:									
<div>X</div>									
Leon County School/Site Administrator									



04/13/2025					<i>Canopy Oaks Elementary School</i>					
INSPECTION DATE					SCHOOL/ FACILITY/CAMPUS					
INSPECTOR: Richard Taylor					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: 2024-2025		037-1161-116				
Item #	Building Number	Room Number	M O C	<u>Deficiency Description and Corrective Action Required</u>		# 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