

Memorandum

To: Ms. Leigh Davis, MPA, Director, Office of Resource Stewardship/Park and Recreation
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 *LMcQ*

Date: January 27, 2027

Subject: SREF Inspection for Canopy Oaks Elementary School (Ball Fields)

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 tuckerj3leonschools.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**. 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

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1/27/2023				 LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303 COMPREHENSIVE SAFETY INSPECTION FISCAL YEAR: 2022-2023		Canopy Oaks Elementary School (Ball Field)				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Mark A. Evans						3250 Point View Road				
 INSPECTOR SIGNATURE SIGNATURE DATE						Tallahassee, Florida 32303				
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	M	Tripping Hazard - Raised concrete between Ball Fields	0			Exterior Campus	Masonry Department	
2	0000	000	M	Electrical Panel on property needs to be fenced in.	0			Exterior Campus	Structural Department	
3	0000	000	O	Fall Surfaces under playground equipment not adequate, additional is needed.	0			Exterior Campus		
				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:										

X Staci Mortham

Leon County
School/Site Administrator