



# 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 *J.W.*

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

**Date:** September 29, 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](mailto: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](mailto:williamsj20@leonschools.net)**. Thank you for your time and cooperation in this matter.

## ATTACHMENT


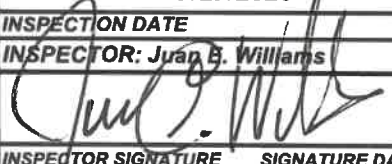
Cc: Ms. Susan "Sue" Krual, Director of Elementary Schools (with attachments)


*"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) 617-1800 · Fax (850) 617-1790

[www.lcscodeenforcement@leoncountyschools.net](http://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."*

9/29/2020						Canopy Oaks Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Juan B. Williams						3250 Point View Road				
				FACILITIES & CONSTRUCTION DEPARTMENT		Tallahassee, Florida 32303				
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: 2020-2021		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.	4			Site-Wide	Grounds Department	
2	0000	000	O	Air fresheners and deodorizers are not permitted on campus per SREF.	3			Site-Wide		
3	0000	000	O	Animals on campus need to comply with Leon County Schools Policy on Caged Animals.	3			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.	3			Site-Wide		
5	0000	000	M	Repaint fire hydrants around Parent Pick-up (Red).	1				Paint Shop	
6	0000	000	M	Large building numbers on Building 1 and Building 6 are missing.	1				Sign Shop	
7	0000	000	O	All supply rooms that are considered "Safe Corners" shall be free of supply items on floors.	1					
8	0000	000	O	Several classrooms have combustible materials hanging from ceiling. This practice is a violation of NFPA Standards.	0					
9	00000	000	O	Combustible material on walls shall not exceed 20% coverage.	0					
10	0001	000	M	Replace broken building numbers on Southside of building.	0				Sign Shop	
11	0001	102	O	Maintain clearance to fire extinguisher.	1					
12	0001	102	O	Replace missing ceiling tile.	0					
13	0002	201C	M	Extra sand needed at playground outside #02-201C.	0				Grounds Department	
14	0002	206A	O	Storage in this area shall be kept at least 2" from ceiling.	0					
15	0002	210A	O	Housekeeping - Keep area maintained and clear at all times.	0					
16	0002	211	M	Gutters are deteriorating leaving holes outside of #02-211 and #3.	1				Roofing Department	
17	0003	000	O	Combustible material on walls shall not exceed 20% coverage.	0					

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18	0003	305	M	Data socket hanging from wall.	0				Electrical Department	
19	0003	307 A	M	Interior walls look to be separating. Structural Engineer assessment needed.	1				Structural Department	
20	0003	308 B	M	Hole in gutter outside of #03-308 B.	1				Roofing Department	
21	0003	310 B	M	Interior walls look to be separating. Structural Engineer assessment needed.	1				Structural Department	
22	0003	314	O	Replace missing ceiling tile.	0					
23	0004	M401	M	Trip/Fall Hazard - Floor socket needs to be properly sealed outside of #04-M401.	0				Structural Department	
24	0004	402C	O	Remove combustible storage from Kiln Room.	2					
25	0004	403	O	All furniture in library needs to be NFPA approved.	1					
26	0004	403	O	All Exits shall stay clear at all times.	0					
27	0004	405	M	Carbon monoxide detector needed in room with fuel fired appliances.	1				Electrical Department	
28	0005	503A	O	Housekeeping - Keep area maintained and clear at all times.	0					
29	0005	505A	O	Housekeeping - Keep area maintained and clear at all times.	0					
30	0005	511	M	Replace Fire Exit sign on outside of door.	0				Sign Shop	
31	0006	601C	O	Replace stained ceiling tile.	0					
32	0006	602A	O	Replace mildew stained ceiling tile. (x2)	0					
33	0008	801	M	Investigate gas smell in Electrical Room.	0				HVAC	
34	0008	802	M	Boiler Certificate expired. Mount current certificate.	0				HVAC	

9/29/2020		 <b>LEON COUNTY SCHOOLS</b>		<b>Canopy Oaks Elementary School</b>						
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<b>INSPECTOR: Juan E. Williams</b>				3250 Point View Road						
				Tallahassee, Florida 32303						
<b>INSPECTOR SIGNATURE · SIGNATURE DATE</b>		FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		<b>F.I.S.H. NUMBER</b>						
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				<b>END OF SREF INSPECTION REPORT</b>						
A re-inspection of the identified deficiencies will be performed approximately _____ days subsequent of inspection date. <span style="float: right;"><b>Re-Inspection Date:</b> _____</span>										
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. <span style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </span>										
Reviewed Emergency Generator Report. <span style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </span> Emergency Generator Report up-to-date as of SREF Inspection. <span style="float: right;"> <input type="text" value="YES"/> <input type="text" value="NO"/> </span>										
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 style="font-family: cursive; font-size: 1.5em; margin-right: 10px;">Paula Mischler</div> <div>             Leon County              School/Site Administrator           </div> </div>										