

To: Ms. Staci Mortham, Principal, Canopy Oaks Elementary School
Ms. Paula Mischler, Assistant Principal, Canopy Oaks Elementary School
Mr. Ryan Peck, Director of Maintenance
Mr. Danny Allbritton, Director of Construction & Facilities

From: Mr. Tonnie W. Rollins, Project Manager, Fire & Safety Inspector *TwR*

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

Date: May 17, 2024

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 Mrs. Kathervn White at whitek3@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. Tonnie W. Rollins at the Code Enforcement and Compliance Department at (850) 617-1814 or email at rollinst2@leonschools.net.** Thank you for your time and cooperation in this matter.



ATTACHMENT


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


CODE ENFORCEMENT, COMPLIANCE, SUSTAINABILITY AND SMALL BUSINESS ENTERPRISE DEPARTMENT
3420 West Tharpe Street, Suite 100 • Tallahassee, Florida 32303-1138 • Phone (850) 617-1838 • Fax (850) 617-1790 • www.leonschools.net


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Building the Future Together



04/16/2024				 LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303		Canopy Oaks Elementary School				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: <i>Tonnie W. Rollins</i>						3250 Point View Road				
						Tallahassee, Florida 32303				
INSPECTOR SIGNATURE SIGNATURE DATE										
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: 2023-2024		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.	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% in 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					
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					

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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					
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					

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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				
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

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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				
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				

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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				
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				

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		FISCAL YEAR: 2023-2024			


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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				
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:** _____


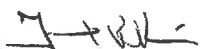
The principal shall hold at least one (1) fire drill during each month, with an additional drill being held within the first 30 days of school. YES NO

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:



Leon County
School/Site Administrator

04/16/2024				 <p>LEON COUNTY SCHOOLS FACILITIES & CONSTRUCTION DEPARTMENT 3420 W. THARPE ST., TALLAHASSEE, FL 32303</p>		Canopy Oaks Elementary School (Ball Field)				
INSPECTION DATE						SCHOOL/ FACILITY/CAMPUS				
INSPECTOR: Tonnie W. Rollins						3250 Point View Road				
						Tallahassee, Florida 32303				
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1	0000	000	M	Electrical Panel on property needs to be fenced in.	1			Exterior Campus	Structural 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. <input type="text" value="YES"/> <input type="text" value="NO"/> 										
Reviewed Emergency Generator Report. <input type="text" value="YES"/> <input type="text" value="NO"/> Emergency Generator Report up-to-date as of SREF Inspection. <input type="text" value="YES"/> <input type="text" value="NO"/> 										
Signature of facility administrator attesting to Fire Evacuation Drills and review of inspection report acknowledging awareness of discovered deficiencies:										

X Paula Mischler

Leon County
School/Site Administrator