



2400 MASON EAGLES DR.  
ERIE, MI 48133  
ERIEMASON.K12.MI.US

**Courtney Hammond- Operations Director**

**Administrative Report**

**December 4<sup>th</sup>, 2024**

- **Middle School Gym Doors Installation:** New, more secure doors were installed by Tanner Supply on November 27, 2024.
- **Summer Break:** The district is planning ahead for essential maintenance, repairs, and improvements needed during the summer break.
- **Preventative Maintenance Efforts:** Ongoing improvements to preventative maintenance across the district. Implementation of a new monthly schedule to ensure all preventative maintenance tasks are completed on time. Added maintenance schedules for additional equipment (e.g., forklift, gator, tractor) alongside tasks created last month. Continued focus on thorough and consistent maintenance practices.
- **Important Updates:** Updating and improving the MSDS (Material Safety Data Sheet) system for the district. Created a comprehensive map of all emergency shutoffs for each building to ensure quick response in case of an emergency. Developed a plan in place for accommodating the Red Cross, should they need to use district buildings. Established a plan for a Fermi evacuation, ensuring preparedness in case of an emergency.