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ERIE, MI 48133
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Courtney Hammond- Operations Director

Administrative Report

January 8, 2025

Spotts Excavating: Replaced an overflow basin and drain line near the softball field. The old basin was deteriorating and caving in, posing an immediate safety risk due to its proximity to the playground.

Laibe Electric:

- Replaced the student lounge lights during Christmas break, switching from recessed lights to 10 new 2ft by 2ft LED lights.
- Installed an additional light near the exterior door by the library.
- Replaced staff bathroom lights at the elementary with LED fixtures.
- Added 2 outlets in classrooms 305 and 309, addressing the issue of having only one outlet per room.
- Inspected the generator outside the kitchen for repairs to ensure proper functionality.

Monroe Plumbing: Replaced old cast iron plumbing and faucets in classrooms 209 and 211 due to non-functional drains. Repaired a vent pipe on the roof of the elementary building.

Masin Roofing: Repaired roof leaks in the elementary school teachers' lounge and the middle school east wing hallway during the Christmas break.

Erie Welding: Collaborated with the Maintenance team to address several steam leaks in the tunnels. Repaired corroded pipes that had developed small holes, leading to steam leaks.