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**Courtney Hammond- Operations Director**

**Administrative Report**

**December 3<sup>rd</sup> , 2025**

**Boilers:**

All boilers were started, and heating was turned on as of November 5, 2025. The middle school and elementary school boilers were inspected and successfully passed their inspections.

**Playground:**

Playground mulch was installed throughout the playground area to ensure compliance with Michigan playground safety codes. The entire playground is now fully compliant.

**Monroe Plumbing:**

We worked with Monroe Plumbing to properly cap the unused bathrooms located in Kelli's office and the server room. These bathrooms had been out of service for an extended period and were leaking, causing additional issues. Monroe Plumbing completed the work and correctly capped all fixtures, resolving the leaks and preventing future problems.

**Roof:**

We partnered with Lutz Roofing to complete repairs on the middle school roof, specifically addressing the area above Classroom 17. During our monthly roof inspection, additional issues were identified on the high school roof. Several of these appear to be covered under the existing repair warranty, and we are currently working with Masin Roofing to pursue those warranty repairs. For the newly identified issues not covered under warranty, we are coordinating with Lutz Roofing to complete the necessary work proactively and prevent future leaks. Education Operations Report ,