



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

Courtney Hammond- Operations Director
Administrative Report
March 5, 2025

- **Pool Heater Pump and Motor Repairs**
Collaborated with Erie Mechanical to address issues with the pool heater pump and motor. Erie Mechanical successfully repaired the pump, while we replaced the defective motor and the ignitor within the heating unit.
- **Kitchen Fire Suppression System**
Partnered with Summit Fire Protection to conduct an inspection of the kitchen fire suppression system to ensure compliance with fire code requirements and verify the system's proper functioning.
- **Kitchen Hood Cleaning**
Coordinated with Liedel Power Cleaning to have both the high school and elementary school kitchen hoods cleaned, ensuring adherence to fire code standards.
- **Asbestos Removal**
Collaborated with DMD Environmental for the removal of asbestos and completion of patch repairs in the middle school tunnel.
- **Drinking Water Management**
Successfully completed the Drinking Water Management Plan and submitted it to the state for approval.