Town of Ayer
Public Buildings and Property Maintenance

Ayer Police Dept.
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MONTHLY REPORT
Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.
Performed janitorial service
Administered installation of Town Hall office signs
Coordinated design for the Town Hall Directory
Finalize the design of the Town Hall Directory
Police Department Modified a secure storage locker for evidence retention
Town Hall Installed new panic bar retainers on Main Street and Columbia Street doors
Performed Building inspections for insurance cost savings
Monitor building's energy use
Inspect buildings for functionality
Supervised scheduled service contracts and repairs with outside contractors
Monitored quality of repairs
Certified all invoices for warrant
Performed required routine maintenance and repairs on all buildings assigned to the department

Dan Sherman
Public Buildings and Property Maintenance