Town of Ayer
Facilities Maintenance

Ayer Police Dept.
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October 29, 2014

MONTHLY REPORT
Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.

Monitored janitorial service
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
Coordinated the replacement of all piping for the dry side of the fire sprinkler system (Police Station)
Repaired loose doorjamb entrance door (Police Station)
Replaced four flush valves (Police Station)
Replaced HVAC ventilation belts (Police Station)
Coordinated the replacement of two roof top unit heat exchangers in the Police department
Coordinated the installation of a new phone line for the IT department provided by Verizon (Town Hall)
Coordinated the Installation of a new control board for the in-house phone system to accept the new phone line for the IT department
Reconfigured data ports in the IT department's office (Town Hall)
Relocated the economic development department's phone and extension to the third floor (Town Hall)
Coordinated the repair of an inoperable heater (Town Hall- Great Hall)
Repainted 1st floor exterior trim (Town Hall)
Coordinated the replacement of locks and re-keying file cabinets, assembled racks for cabinets (BOS office)
Coordinated the repair of the combination lock on the BOS safe
Repainted the BOS secretary office
Coordinated and supervised the rug cleaning (Town Hall)
Designed and purchased vinyl text for Town Hall office hours posting, Main and Columbia street entrance
Sourced, purchased and installed drop box for the Town Clerk
Repaired the flag pole (Fire Station)
Changed lighting on the Columbia Street entrance (Town Hall)
Replaced custodian for seven days, assumed all daily cleaning duties
Facilitated a new, one year cost saving energy contract with Constellation New Energy (Town)

Dan Sherman
Department of Facilities Maintenance