

JULY 20 2015

Ayer Police Dept. 54 Park Street Ayer, Ma. 01432

Phone: 978-772-8200 ext.509

Fax: 978-772-8202

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
Performed required routine maintenance and repairs on all buildings assigned to the department

Dan Sherman
Department of Facilities Maintenance