

August 20 2015

MONTHLY REPORT

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

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

Fax: 978-772-8202

Phone: 978-772-8200 ext.509

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
Replaced office rugs
Dan Sherman
Public Buildings and Property Maintenance