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January 20 2016

## MONTHLY REPORT

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

Replaced sign lighting for the Fire and Police Station with LED fixtures
Repaired the Fire Station boiler power vent electronic control
Repaired the Town Hall elevator
Replaced and improved roof insulation in the Police Station
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
Public Buildings and Property Maintenance