**Town of Ayer**
**Public Buildings and Property Maintenance**

**Ayer Police Dept.**
**54 Park Street**
Ayer**, Ma. 01432**
**Phone: 978-772-8200 ext.509**
**Fax: 978-772-8202**

September 20 2016

MONTHLY REPORT
Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.
Performed janitorial service
Performed repairs on 11 Depot Sq.
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