Town of Ayer
Public Buildings and Property Maintenance

Ayer Police Dept.
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MONTHLY REPORT
Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.
Performed janitorial service
Police Station parking lot extension phase one WPI
Repaired parking lot wiring for lighting damaged by contractor
Finalized order for Town Hall office signage
Administered painting of Town Administrators office
Repaired overhead heating unit in Town Hall
Setup Great Hall for holiday events
Repaired heat in Fire Chiefs office
Administered clean up for generator fuel spill, Police Station
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