Town of Ayer
Public Buildings and Property Maintenance

Ayer Police Dept.
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March 19 2017

MONTHLY REPORT
Below is a brief summary of issues that required attention from the Department of Facilities Maintenance.
Performed janitorial service
Coordinated the installation of infrastructure for TV installation
Coordinated cable connection for TV installation
Researched and obtained quote on upgrading Fan coil overhead unit for 2nd floor bathrooms
Researched and obtained quote to install a spilt HVAC unit for 911 server room located at the Police station
Performed Building inspections for insurance cost savings
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