



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: January 1, 2017

Re: Monthly Report (Facilities Department)

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

- Meet with venders and secured all quotes requested by capital committee.
- Completed in-house repairs on police and fire station heating and cooling systems.
- Certified all invoices for warrant.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Meet with multiple venders to obtain natural gas set rate pricing.
- Assisted DPW with cleaning up walk-ways after snow storms, at the Town hall and Police department.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Supervised scheduled service contracts and repairs with outside contractors.
- Stripped and waxed Police station tiled floors, also shampooed all hallway carpet runners.
- Repaired and replaced damaged baseboard heating actuators at the fire station; as well as replaced a boiler circulation pump at the fire station.