



# Town of Ayer

## Department of Facilities Maintenance

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Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | [www.ayer.ma.us](http://www.ayer.ma.us) | [crshultz@ayer.ma.us](mailto:crshultz@ayer.ma.us)

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: February 1, 2018

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 January.

- Completed an energy usage audit on the Fire station and Police station with prism energy services.
- Supervised state elevator inspections; Town hall main elevator.
- Completed in-house repairs on police and fire station heating and cooling systems.
- Certified all invoices for warrant.
- Repainted fire station service hallway.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Set-up and Broke down all Great Hall events.
- 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.
- Began a Townhall (cleaning out closet) project.

