



Town of Ayer

Department of Facilities Maintenance

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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 February.

- Completed a formal request proposal to the Mass Historical Commission for all needed town hall updates.
- Repaired a sealed system leak on the fire station RTU.
- Completed in-house repairs on police station, fire station, and town hall heating and cooling systems.
- Certified all invoices for warrant.
- Repainted and refinished town hall meeting room.
- 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.
- Up-dated electronic control system to town hall air handlers.
- Inspected all mechanical components to town hall air handlers; replacement of bad parts is ongoing.
- Oversaw and completed all janitorial work at town hall and police station.
- Repaired leaking hot water unions at the fire station.
- Continued meeting with multiple outside energy saving venders (natural gas)