



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: April 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 March.

- Replaced broken springs on ambulance garage door (Fire Station).
- Moved assistant assessor's office to old meeting room at town hall.
- Completed in-house repairs on police and fire station heating and cooling systems.
- Certified all invoices for warrant.
- Continued working on generator issues at the town hall with Bigalow Big Power (project on going).
- Completed all repairs and repainted selectman's 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.
- Major internet repairs in benefits office, town administrator's office and minor repairs in building commissioner's office.

