



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: May 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 April.

- Framed, Plumbed, and installed new water bottle filler (Police station).
- Continued working on new Tax collector's office; moving furniture, wall repairs, internet/ telephone work, and painting.
- Completed in-house repairs on police station, Town hall and fire station heating and cooling systems.
- Certified all invoices for warrant.
- Repaired leaking actuator unions and ceiling tiles at fire station.
- 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.
- Coordinated with eastern electronics for a new fire prevention program for D.P.W buildings.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Supervised scheduled service contracts and repairs with outside contractors.
- Began working on the final repairs for the sale of old Fire Station.
- Spring clean ups at the Police station and Town hall (Pinard's landscaping).
- Completed all custodian work for Town hall and Police station.

