



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: June 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 May.

- Completed sprinkler system inspections for the Fire Station, Town Hall, Police Station.
- Replaced one of two Sally port door motor, due to control board failure at Police Station.
- Began working on gathering quotes for fy19 capital projects.
- 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.
- Worked on installing and hanging monitors, pictures, multiple other items for D.P.W Admin building opening.
- 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.
- Repaired broken boiler heat pump at Fire Station.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Supervised scheduled service contracts and repairs with outside contractors.
- Completed all custodian work for Town hall and Police station.
- Completed diagnostic for Town Hall generator, next step having gas line re-sized.
- Met with National Grid and Eco Lab on Facilities Department continuing efforts on using green products.