



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Continued working on gathering quotes for fy19 capital projects.
- Completed working on new Tax collector's office; moving furniture, wall repairs, internet/ telephone work, building desk, and painting.
- Installed new actuators, valves, and sensors for Town Hall air handler.
- Certified all invoices for warrant.
- Replaced outdated Police Station parking lot light timer with an L.E.D photo cell.
- 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.
- Finished all work, submitted all invoices, and accounted for all encumbrances to end FY18.
- Completed electronical sprinkler sensor inspection for the Town Hall, Fire Station, and Police Station. Replaced faulty pull station 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.
- Received all equipment from Eco Lab to install the Green chemical systems.
- Installed new trimming around Town Hall display cases, also completed all work for new tax collectors service window.