



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: August 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 July.

- Up-date, changed, and added phone lines to the Town Hall with the assistance of Business communication systems.
- Continued working with Prism energy on quotes for fy19 green grants proposal.
- Certified all invoices for warrant.
- Mid-summer clean up at town hall weeding, trimming, addition of rocks.
- 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.
- 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.
- Began installing all equipment for new Eco lab Green chemical systems (in progress).
- Installed glass service window for new tax collector's office.
- Continued working on gathering quotes for fy19 capital projects.
- Finalized quote for gas line resizing at the Town Hall.

