



Town of Ayer

Department of Facilities Maintenance

Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | www.ayer.ma.us | crshultz@ayer.ma.us

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: October 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 September.

- Continued finalizing accesses control system and begun gathering quotes for LED digital display.
- Completed all pressure vessel inspections for multiple facilities in town.
- Certified all invoices for warrant.
- Finalized all repairs to bottom panel of fire station garage door.
- Fall preventive maintenance on all boilers and air handlers.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Purged and replaced gas line to the town hall generator, turn generator back on tested full load with Bigalow generators, all test ok.
- Set-up and Broke down all Great Hall events. Helped overseeing Netflix usage of Great Hall.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Supervised scheduled service contracts and repairs with outside contractors.
- Oversaw all custodian work for Town hall and Police station.
- Completed repairs for Jail Cell inspections.
- Continued working on gathering quotes for fy19 capital projects.