

# Town of Ayer

## Department of Facilities Maintenance

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Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | [www.ayer.ma.us](http://www.ayer.ma.us) | [crshultz@ayer.ma.us](mailto:crshultz@ayer.ma.us)

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: November 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 October.

- Completed Fire extinguisher inspections with A.S.A.P fire safety at Police Station
- Continued working with prism energy on boiler replacement through green grant
- Set a Natural gas set rate for all Town of Ayer Facilities.
- Certified all invoices for warrant.
- Stanly steamer cleaned all common area carpets at Town Hall.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Meet with Energy overview company on electrical savings
- 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, Police station.
- Repaired faulty pull alarm at Police Station with Easton electronics

