



# Town of Ayer

## Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: January 1, 2019

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 December.

- Started working on insulation issues and chiller replacement with prism energy through green grant.
- Finalized capital Fire Station exterior display. Started electrical work, will hang sign in January.
- Certified all invoices for warrant.
- Completed a week long Massachusetts certified public purchasing official program.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Completed an OSHA class / walk-thru at the Police station.
- 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.
- Continued working on multiple in-house painting projects. (Town Hall / P.D)
- Started a Town Hall re-wiring project with the I.T department.

