



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: February 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 January 2019.

- Installed new actuator valve and checked all data points on Great Hall air handler with Muirfield Mechanical and BCM controls
- Certified all invoices for warrant
- Obtained all quote for Town Hall Ethernet re-wiring project
- Monitored Town hall, Police department, and Fire station energy usage, (including: gas, electric, phone, and solar)
- Meet with Vendors, requested quotes for facilities camera project
- Set-up and Broke down all Great Hall events
- Installed new Information/ Directory displays at the Town Hall and 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, Police Station, and DPW Admin
- Passed all State inspections on Town Hall elevator
- Repaired all three DPW Admin RTU's, found brownout error and low voltage on one poles; electricians tighten all connections to transformer.
- Replaced Assessor's and Building Commissioner's office door locks