



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: March 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 February.

- Meet with Town of Ayer Financial Committee to review the FY20 Facilities Departments budget
- Installed new flooring for the Town Hall breakroom
- Certified all invoices for warrant
- Finalized a contract with Brandy Wine Tech for Town Hall Ethernet re-wiring project starting in April
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar
- Started working on finalizing all quotes for Green Community Grants with Prism Energy
- Repaired faulty fire alarm strobe light at the fire station with Easton Electronics
- Set-up and Broke down all Great Hall events
- Performed all required preventive maintenance and repairs on buildings as needed
- Started working on new OSHA regulations for all facilities chemicals (MSDS)
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all custodian work for Town hall, Police station, and DPW admin
- Installed a secondary display for the Ayer Town Hall Selectman Meeting Room
- Started the new pest control with Eco Lab
- Finalized a contract with BCM for Town Hall Access Control project starting in April
- Completed 2019 fire alarm test for all DPW building – Admin, Garage, Waste water, Transfer station, and Fresh Water