



# 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: April 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 March.

- Repaired and replaced faulty actuator valve and fan motor in Park's office
- Installed new flooring for the Fire Station Day Room
- Certified all invoices for warrant
- Started trouble shooting for the Town Hall Either net project
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar
- Finalized Green Community Grant submittal with the Town Engineer
- Repaired lighting issues at the Town Clerks office
- Set-up and Broke down all Great Hall events
- Repaired faulty actuator valve at the Library
- Removed part of Children's area bathroom ceiling to find a leaking hot water line at the Library had G and L Plumbing quote out repair
- Performed all required preventive maintenance and repairs on buildings as needed
- Supervised scheduled service contracts and repairs with outside contractors
- Removed Health Department phone line from Town Hall and forward all calls to extension 114
- Completed all custodian work for Town hall, Police station, and DPW admin