



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: May 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 April.

- Certified all invoices for warrant
- Started working on Town Hall either-net rewiring project
- Moved Economic Development's office from third floor to second floor of Town Hall
- Moved Building Commissioner's office to third floor where Economic Development previously was located
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar
- Starting working on Phase 1 of Town Hall access control project
- Set-up and Broke down all Great Hall events
- Replaced leaking three-inch hot water line above child's area bathroom at Library
- Performed all required preventive maintenance and repairs on buildings as needed
- Major elevator repair at the Town Hall, starter burnt out and needed to be replaced
- Supervised scheduled service contracts and repairs with outside contractors
- Spring exterior clean ups at the Police Station and Town Hall
- Completed all custodian work for Town hall, Police station, and DPW admin