



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: June 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 May.

- Certified all invoices for warrant
- Continued working on Town Hall ether-net rewiring project – Projected completion 7/10/19
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar
- Continued working on Phase 1 of Town Hall access control project – projected completion 6/25/19
- Set-up and Broke down all Great Hall events
- Replaced four leaking union valves in the Fire Station meeting room
- Performed all required preventive maintenance and repairs on buildings as needed
- Started working on Town Hall Chiller – IFB
- Activated chiller for the summer season, found a major refrigerant leak – seeking possible repairs options
- Supervised scheduled service contracts and repairs with outside contractors
- Replaced Town Hall sign and flag pole lights in front of building
- Installed a new dogwood tree on the side entrance at the Town Hall
- Completed all custodian work for Town hall, Police station, and DPW admin