



Town of Ayer

Department of Facilities Maintenance

Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | www.ayer.ma.us | crshultz@ayer.ma.us

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Certified all invoices for warrant
- Continued working on Town Hall ether-net rewiring project – Projected completed
- Installed new carpet at Fire Station (three offices)
- 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 completed
- Set-up and Broke down all Great Hall events
- Installed new 4ft fence at Police Station
- Performed all required preventive maintenance and repairs on buildings as needed
- Completed repairs on Fire Station generator
- Supervised scheduled service contracts and repairs with outside contractors
- Replaced two leaking main water shut offs for the Police Station sprinkler system
- With DPW and Town Managers offices finalized the Town Hall Chiller IFB
- Installed fans and portable a/c units around Town Hall as needed
- Completed all custodian work for Town hall, Police station, and DPW admin