



# 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: August 1, 2019

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 July.

- After activating Town Hall access control system distributed all new keys to all employees and committee members
- Collected and stored all hard keys for Columbia St, Main St, Newton St, and Mail room in the BOS office
- Certified all invoices for warrant
- Monitored Town hall, Police department, and Fire station energy usage  
Including: gas, electric, phone, and solar metering
- Finalized all contractual agrees for the replacement of the Town Hall chiller. In early September installation schedules will be put into place
- Set-up and Broke down all Great Hall events
- Submitted all final invoices and contracts to the account office for FY19
- Performed all required preventive maintenance and repairs on buildings as needed
- Installed new control board for right side automatic door opener on Columbia St
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all custodian work for Town hall, DPW Admin and Police station