



# 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: September 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 August.

- Installed new drop ceiling and installed blue board in BOS office, will be finished in September
- Disconnected Fax line in Benefits and Payroll office
- Certified all invoices for warrant
- Monitored Town hall, Police department, and Fire station energy usage  
Including: gas, electric, phone, and solar metering
- Signed the contract to have the elevators floor selector replace at the Town Hall
- Set-up and Broke down all Great Hall events
- Fire Alarm inspections for the Town Hall, Police Station, and Fire Station completed
- 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 carpet in the Fire Station smaller meeting room
- Passed all State inspections for the Police Station jail ceils
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all custodian work for Town hall, DPW Admin and Police station