



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: November 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 October.

- Completed Town Hall Chiller install, dig-safe, and start-up test with Manufacturer. Drained and shut down for the cold season
- Boiler Start-up with Muirfield Mechanical at the Ayer Town Hall and Fire Station
- BCS adjusted Community Economic Development phones to reduce ringing times
- Macgregor Electrical move ethernet outlet and add an additional outlet at the Police Station
- Certified all invoices for warrant
- Attended the National Grid Energy Summit, received a 10% off energy up-grade project
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Set-up and Broke down all Great Hall events
- Added the DPW Admin building's HVAC system to the preventive maintenance schedule
- Performed all required preventive maintenance and repairs on buildings as needed
- Added a stop and go lighting system for the Fire Station main garage doors
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all custodian work for Town hall, DPW Admin, and Police station