



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: December 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 November.

- Certified all invoices for warrant
- Oversaw all of the restoration from a sprinkler head break in the 3rd floor Town Hall Closet
- Replaced malfunctioning access control striker at the Police Station lock-up
- Installed a new door closure at the Town Hall Columbia Street Entrance
- Created a VPN access for the Fire Station HVAC and Town Hall Access control
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar
- Completed Green Community Grant walk-throughs at the Town Hall, Library, and Police Station
- Set-up and Broke down all Great Hall events
- Installed a new door way for dispatch to the dispatch supervisor's office
- Performed all required preventive maintenance and repairs on buildings as needed
- Major elevator repair at the Town Hall, replaced floor selector
- Supervised scheduled service contracts and repairs with outside contractors
- Fall exterior clean ups at the Police Station and Town Hall
- Completed all custodian work for Town hall, Police station, and DPW admin