



# 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: January 1, 2020

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 December.

- Certified all invoices for warrant
- Installed L.E.D Lighting for the entire Town Hall
- Set-up and oversaw the Town Hall portion of the winter stroll
- Monitored Town hall, Police department, and Fire station energy usage  
Including: gas, electric, phone, and solar
- Completed yearly elevator inspection received a 90-day certification with a reinspection in March
- Set-up and Broke down all Great Hall events
- Completed all procurement to install a panic button at the Town Hall
- Performed all required preventive maintenance and repairs on buildings as needed
- Started all engineering inspections with AEM for the P.D and Library HVAC control systems
- Supervised scheduled service contracts and repairs with outside contractors
- Finalized all work for the dispatch supervisor door
- Completed all custodian work for Town hall, Police station, and DPW admin