



# 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: February 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 January.

- Replaced both main controllers on the sally port doors at the Police Station
- Completed all of the preparation for the Fire Station lobby renovations, that will be taken place in February 2020
- Meet with access control companies to finalize procurement on the Town Hall Access Control Phase 2 project
- Repaired Ambulance bay heating issues, with Muirfield Mechanical
- Completed in-house repairs on police station, Town hall and fire station heating and cooling systems.
- Certified all invoices for warrant.
- Assisted WWTP foreman with boiler pump issues at Central AVE. Pump Station
- 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.
- Finalize procurement on the Town Hall panic button system
- Performed all required preventive maintenance and repairs on buildings as needed.
- Supervised scheduled service contracts and repairs with outside contractors.
- Completed all custodian work for Town hall, Police station, and DPW Admin building.