



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: March 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 February.

- Completed in-house repairs on Police Station, Fire Station, and Town Hall heating systems
- Certified all invoices for warrant
- Continued working on new HVAC control systems for the Library and Police 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
- Installed new VFD's at the WWTP through the Green Community Grant
- Assisted DPW with cleaning up walk-ways after snow storms, at the Town hall and Police department
- Finalized all procurement for Access Control Phase 2 Town Hall
- Performed all required preventive maintenance and repairs on buildings as needed
- Supervised scheduled service contracts and repairs with outside contractors
- Oversaw and completed all janitorial work at Town Hall, Police Station, and DPW Admin building
- Completed second round of Elevator repairs with Key Stone Elevator for the March 23rd inspection
- Began Proposed National Gas and Electrical set-rates with Constellation Energy
- Assisted the Waste Water Treatment Department with ongoing HVAC repairs