



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: April 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 March.

- Replaced all power back-ups for the Police Station fire alarm system
- Completed and passed Town Hall state elevator inspection
- Scheduled and completed all work for Town Hall Lift inspection in May
- Procured all needed chemicals and paper products for Town of Ayer buildings
- Completed in-house repairs on police station, Town hall and fire station heating and cooling systems
- Certified all invoices for warrant
- Completed all thermostat repair issues at the WWTP in conjunction with BCM controls
- 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
- Completed all work to the Ayer Public Library for the new EMS in conjunction with Prism Energy, training and finalization of project will be completed in April
- Continued work on the Police Station new EMS in conjunction with Prism Energy, waiting for bans to be lifted before we can complete work
- Performed all required preventive maintenance and repairs on buildings as needed
- Rented a dumpster for the Ayer Public Library and dismantled all desks that will be getting replaced by MASSCOR, repaired bathroom ceiling, and installed new changing table
- Supervised scheduled service contracts and repairs with outside contractors
- Completed fire extinguisher inspection for the Town Hall
- Completed all custodian work for Town hall, Police station, and DPW Admin building