



# 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: May 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 April.

- Completed all fire alarm inspections for all DPW buildings
- Completed and passed Town Hall state stage lift inspection
- 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
- Installed new disinfectant chemical dispensers at the WWTP, Library, Water Department, DPW Garage
- 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
- Finalized procurement and had Town Hall Access control project signed by Town Manager
- Began all repairs needed for the start-up of the new Town Hall chiller, repairs and start-up scheduled to be completed in late May
- 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
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all COVID-19 cleaning for the Town Hall and Police Station
- Completed all custodian work for Town hall, Police station, and DPW Admin building