



Town of Ayer

Department of Facilities Maintenance

Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | www.ayer.ma.us | crshultz@ayer.ma.us

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: June 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 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
- 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 repairs needed for the start-up of the new Town Hall chiller, repairs and start-up
- Continued work on the Police Station new EMS in conjunction with Prism Energy
- 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
- Completed all set-up and COVID-19 related PPE for the Town Election
- Start working on Town Meeting for June
- Repaired Police Station dispatch HVAC split system