



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Replaced flag pole light at Fire Station
- 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 end of the year invoicing
- Installed new disinfectant chemical dispensers at the Parks Department
- 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
- Began Town Hall access control phase 11 project
- Completed all procurement for Police Station EMS project
- 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
- Finished electrical repairs at the Police Station
- Completed all custodian work for Town hall, Police station, and DPW Admin building