



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: September 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 August.

- Installed new Town Hall boiler, work scheduled to be completed in mid-September
- 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
- Supplies all Covid-19 preventative measures for the new Parks Building
- 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
- Started running wiring for Town Hall Access Control phase 2, work scheduled to be completed in early October
- 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
- By-yearly HVAC P.M for the Police Station, Fire Station, and Town Hall
- Completed all custodian work for Town hall, Police station, and DPW Admin building