



# 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: October 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 September.

- Completed Boiler replacement at the Town Hall
- Procured 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
- Police Station water flow repairs in jail cell #5 and #6
- Supplied Covid-19 preventative measures, as required
- 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 wiring for Access Control phase 2, programming to be completed in 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
- Watering and up-keep on the trees, flowers, and grass at Depot Square
- Completed all custodian work for Town hall, Police station, and DPW Admin building