

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: December 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 November.

- Completed all of the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Drained sprinkler system and replaced leaking sprinkler head at the Fire Station
- Certified all invoices for warrant
- Replaced ignitor controls at the Fire Station RTU
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Moved Town Planners office to the Old Parks Department
- Performed all required preventive maintenance and repairs on buildings as needed
- Supervised scheduled service contracts and repairs with outside contractors
- Continued working on all minor repairs or up-dates for the Police Station Dispatch center
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Assisted the WWTP with ongoing HVAC repairs at the Central Ave pump station and Main building
- Prepared for the Capital Committee meetings
- Completed all plumbing repairs at the Police Station lock-up area