



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: January 1, 2021

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 December.

- Started all procurement to install a new Town Hall Phone system
- 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
- Continued working on the Facilities Department Capital process
- Continued working on the Facilities Departments Budget
- Installed power device and locking system for Police Station entrance
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Repaired Great Hall drafted inducers make-up heaters
- Rebuilt the power supply for Town Hall Access Control
- Performed all required preventive maintenance and repairs on buildings as needed
- Finalized all work for Police Department Dispatch renovations
- 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
- Repaired leaking Fire Station flat roof
- Finalized WWTP boiler control system