



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: February 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 January.

- Completed all engineering and started up the 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
- Removed the old Town Hall phone system
- Painted the employee's area at the Police Station, 1st floor hallway at the Town Hall, and the bunk hallway at the Fire Station
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Monitored the HVAC energy management systems for the Library, Police Station, Fire Station, DPW Admin, WWTP, and Town Hall
- Replacement 1 of 2 power supplies for the Town Hall S2 control system
- Performed all required preventive maintenance and repairs on buildings as needed
- Finished all of the major work for the dispatch center, still need to complete some minor work
- Supervised scheduled service contracts and repairs with outside contractors
- Completed all COVID-19 cleaning for the Town Hall and Police Station
- Replaced the lobby display at the DPW Admin building
- Problem solved the COA phone system to work remotely with Comcast Business
- Completed all custodian work for Town hall, Police station, and DPW Admin building