

# 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: March 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 February.

- Completed all of the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Rebuilt photocells at the Parks building
- Certified all invoices for warrant
- Rebuilt two actuators at the Town Hall
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Renovated Town Tax Collectors office at the Town Hall
- Performed all required preventive maintenance and repairs on buildings as needed
- Supervised scheduled service contracts and repairs with outside contractors
- Completed fire extinguisher inspections
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired leaking forced hot water steam pipes at the WWTP
- Continued working on capital budget and department budget
- Completed generator repairs with Bigalow Generators at the Police Station