



Town of Ayer

Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: April 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 March.

- Replaced 30 feet of horizontal 2-inch drain line at the Fire Station
- 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 budget and capital preparations for the annual Town Meeting
- In consultations with BCM, we rebuilt the two air handlers in the Town Clerks office
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar metering
- Replaced three surface ignitors on the Police Station RTU's
- Completed all procurement and submitted the Green Community Grant to the DOER with our Town Engineer
- Performed all required preventive maintenance and repairs on buildings as needed
- Spring grounds cleaning at the Town Hall, Police Station, Depo Square
- 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