



# 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](http://www.ayer.ma.us) | [crshultz@ayer.ma.us](mailto:crshultz@ayer.ma.us)

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: May 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 April.

- Completed Fire Alarm inspections on the DPW Admin office, Highway Garage, Water Department, and WWTP
- 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
- Set-up and broke the annual town meeting and completed all covid-19 safety measures
- Found a 30% savings in energy cost in BTU's from installing the new condensing boiler at the Town Hall
- Monitored Town hall, Police department, and Fire station energy usage  
Including: gas, electric, phone, and solar metering
- Continued working on the procurement for all FY22 Facilities capital projects
- Performed all required preventive maintenance and repairs on buildings as needed
- Completed a Police Station generator load test
- Began a search to fill the Custodian position in the Facilities Department
- 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