

# 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: June 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 May.

- Completed all of the in-house repairs for the Police Station, Fire Station, and Town Hall's cooling systems
- Re-built the Town Hall's Tax Collectors air handler (Relay, thermostats, flow sensor)
- Certified all invoices for warrant
- Refinished all hard VCT tiles at the Police Station (stripped and waxed)
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Performed all required preventive maintenance and repairs on buildings as needed
- Supervised scheduled service contracts and repairs with outside contractors
- Started the insurance claim process for the Library ceiling repairs in the reading room
- Oversaw and completed all janitorial work at the Town Hall and Police Station
- Continued engineering programming on the new Town Hall boiler in conjunction with BCM controls
- Repainted the parking lots at the Police Station, Town Hall, and Fire Station (stripping and wordage only)
- Continued the capital and budget process for the Facilities Department
- Started 30B service and supplies procurement class