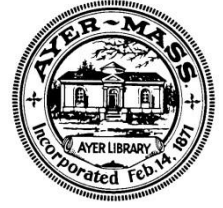


Town of Ayer

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 | crshultz@ayer.ma.us

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Re-built P.D employee's entrance access control system
- Completed all of the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Finished all historical preservation painting in the Great Hall
- Certified all invoices for warrant
- Completed roof audits at the DPW Admin, WWTP, Police Station, and Highway Garage. Will continue all other buildings in July
- 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
- Completed procurement to replace all of the floor matting at the Police Station
- Supervised scheduled service contracts and repairs with outside contractors
- Started the process to add 10 additional data points at the DPW Admin building
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Finalized all FY21 invoices and budgetary work to close out FY21
- Re-built back flow preventer at the P.D
- Continued working on capital procurement and GCG projects