

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: August 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 July.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Started procurement process for the Police Station HVAC system IFB
- Started procurement process for the Facilities Department Truck
- Certified all invoices for warrant
- Completed roof audits at the Library, Town Hall, DPW water department
- 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
- Installed new floor mats at the Police Station
- Supervised scheduled service contracts and repairs with outside contractors
- Added 10 additional data points at the DPW Admin building, will add additional computers and phones in August
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Re-built Asst. Town Manager's air handler and moved t-stats
- Installed new VCT tile floor in the first floor Fire Station hallway
- Continued working on Green Community Grant