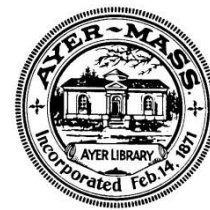


# Town of Ayer

## 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: September 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 August.

- Completed all the in-house repairs on the heating and cooling systems in Town
- Continued procurement process for the Police Station HVAC system IFB
- Ordered the Facilities Department Truck
- Certified all invoices for warrant
- Completed roof repairs at the DPW Admin building
- 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
- Replaced Town Hall elevator door closer sensors
- Repaired leaking AHU-2 at the Town Hall, cleaned, and repaired all damage from leak on the third floor and elevator shaft
- Supervised scheduled service contracts and repairs with outside contractors
- Received conformation the Town of Ayer is receiving \$92,037.00 in funding from the DOER for LED lighting and weatherization at the Police Station, Fire station, and Library
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Cleaned and buffed new VCT tiles at the Fire Station