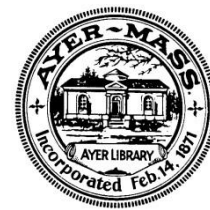


Town of Ayer

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: October 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 September.

- Completed all the in-house repairs on the heating and cooling systems in Town
- Released the Police Station HVAC RTU IFB packet to the public
- Worked on procurement for multiple FY23 town-wide capital projects
- Certified all invoices for warrant
- Completed roof repairs at the WWTP, Library, Fire Station, and Police Station
- Monitored Town hall, Police department, and Fire station energy usage
Including: gas, electric, phone, and solar metering
- Restriped Library parking lot
- Started COA renovation project, including - removal, painting, and minor repairs
- Performed all required preventive maintenance and repairs on buildings as needed
- Started working on HVAC repairs at the library (valves and pumps)
- Rebuilt Town Hall elevator door safety switches and sensors
- Supervised scheduled service contracts and repairs with outside contractors
- Continued working on GCG projects for 2021 with an estimated start date of 12/1/21
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired and rebuilt door closers at the Police Station – main entrance and employee entrance