

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: November 1, 2021

Re: Monthly Report (Facilities Department)

Below is a summary of issues that required attention from the Department of Facilities Maintenance during the month of October.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Town wide pressure visual inspections
- Continued Capital process and started FY23 Budget process
- Certified all invoices for warrant
- Installed new fleece back EPDM rubber roof on water pump station
- 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
- Fire Sprinkler inspections at the Town Hall, Police Station, and Fire Station
- Supervised scheduled service contracts and repairs with outside contractors
- GCG building studies and scheduled all LED work to being November 17th, 2021
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Cleared clogged drain lines at the Town Hall, Fire Station, and Police Station with Drian-A-Way
- Started training new Custodian
- Re-built gas valves at the Fire Station kitchen
- Repaired Freezer protection sensor on AHU-1 at the library