

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: December 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 November.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Continued FY23 Capital process
- Repaired Fire Station boiler flame sensor error ordered new stage 2 board, and main board, scheduled to be installed December. Repaired RTU Lock-2 in-house
- Certified all invoices for warrant
- Fire extinguisher inspections Police 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
- Repaired all deficiencies from fire alarm inspection in October
- Started FY23 Budget preparations
- Supervised scheduled service contracts and repairs with outside contractors
- Disinfected and cleaned any COVID-19 related issues
- Began GCG LED Lighting grant projects, work is scheduled to be complete by January 1st
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired drain line in the Fire Station Admin office
- Fixed Town Hall elevator door sensors in preparation to December State inspection
- Repaired actuators at the Library and Town Hall