

# 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: January 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 December.

- 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 Town Hall boiler and replaced bathroom actuators, Columbia St fan motor, and 3<sup>rd</sup> floor scanning room relay
- Certified all invoices for warrant
- FPI Police Station completed
- 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
- Completed final strobe light repair lock – up Police Station
- Continued FY23 Budget preparations
- Supervised scheduled service contracts and repairs with outside contractors
- Disinfected and cleaned any COVID-19 related issues
- Completed GCG LED Lighting project – Library, Police Station, Fire Station
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired leaking vacuum gasket at the Fire Station
- Completed State Town Hall elevator inspection, received 90-day cert. need to up-grade selector switch per State