

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: February 1, 2022

Re: Monthly Report (Facilities Department)

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

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Continued FY23 Capital process
- Up-graded Town Hall phone system memory and data for faster speed I.P phones processing
- Certified all invoices for warrant
- Repaired fill sensors in Police Station lock-up cell 4
- 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 Fire Station ambulance garage door with A-1 overhead door
- Continued FY23 Budget preparations
- Supervised scheduled service contracts and repairs with outside contractors
- Rebuilt Fire Station bathroom exhaust fans
- Disinfected and cleaned any COVID-19 related issues
- Submitted and received approval for second round of funding from the DOER for the Green Community Grant
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building