

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: May 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 April.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Installed all new PD HVAC RTU and completed all start-up, passed all inspections, and finalized payment
- Continued FY23 Capital process
- Completed wall repairs and painting in the Community Room, Interview Room, and Deputy Chief's Office
- Certified all invoices for warrant
- Continued fill valve leaking replacement in the Lock-up area
- 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 Police Station Sally Port garage doors and entrance doors, removed all rust, refinished metal, and painted
- Supervised scheduled service contracts and repairs with outside contractors
- Repaired paper towel dispensers at the Fire Station
- Disinfected and cleaned any COVID-19 related issues
- Completed final submittal for 2021 GCG, final walk-thru scheduled for late May, early June
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building