

# Town of Ayer

## Department of Facilities Maintenance

---



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: June 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 May.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Completed training and 1<sup>st</sup> month start-up on Police Station RTU successfully
- Finished procurement on two FY23 Capital projects, DPW Highway roof and Library ceiling repairs both projects scheduled for June
- Removed and rewired smoke detectors at the Library Reading room
- Certified all invoices for warrant
- Repaired flush valves at the Fire Station main locker room
- 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
- Supervised scheduled service contracts and repairs with outside contractors
- Repaired leaking dry sprinkler line at the Fire Station with Automatic Sprinklers
- Disinfected and cleaned any COVID-19 related issues
- Started meeting with vendors for Town Hall Phase-1 roof repairs and town wide I.T and phones up-upgrades
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building