

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Repaired RTU-2 PD supply fan / coupling control issues
- Completed DPW Highway garage Capital roof repairs for FY 23
- Started Library ceiling repairs, removed old horsehair plaster, installed new electrical lighting mounts, installed new sheet rock and plaster. Project scheduled to be completed in July 2022
- Certified all invoices for warrant
- Completed all the end of the year administrative work for the FY22 Facilities Department budget
- 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 ambulance bay garage door at the Fire Station
- Secured phone license for the Town Hall, Parks, and COA
- Disinfected and cleaned any COVID-19 related issues
- Continued meeting with vendors for Town Hall Phase-1 roof repairs and town wide I.T and phones up-grades
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building