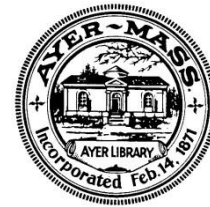


# Town of Ayer

## 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: August 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 July.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Mapped out and planned all the repairs to the library's heating system. Work is scheduled to be completed in the Fall
- Completed Library Reading Rm ceiling repairs, only change order left is for the light and fire alarms
- Certified all invoices for warrant
- Started Capital assessments for FY24 and assessments for 2023 GCG
- 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 Heating pump at the Police Station I.T Closest
- Supervised scheduled service contracts and repairs with outside contractors
- Disinfected and cleaned any COVID-19 related issues
- Secured vendors for Town Hall Phase-1 roof repairs and town wide I.T and phones up-grades
- Cleaned and repaired Town Hall AHU-1 drain pan leak
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building