

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: September 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 August.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Certified all invoices for warrant
- Continued 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
- Supervised scheduled service contracts and repairs with outside contractors
- Disinfected and cleaned any COVID-19 related issues
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Facilities Department was closed for scheduled knee surgery the last two weeks of August. Will be reopening back to normal in late September