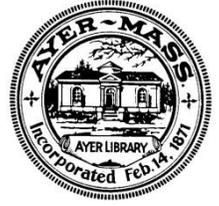


# Town of Ayer

## Department of Facilities Maintenance

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Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA  
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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: October 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 September.

- Completed all the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Started Library heating repairs including, AHU-1 heating coil, damper, freezer stats, Café repairs, lobby, and Nutting room valve replacements. Will continue repairs into October.
- Installed Smoke detectors and middle chandelier at Library Reading room
- 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
- Started WWTP heating system repairs, will continue into October
- Supervised scheduled service contracts and repairs with outside contractors
- Started FY23 internet and VOIP up-grades
- Disinfected and cleaned any COVID-19 related issues
- Repaired broken compressor for the dry side of Police Station sprinkler system
- Started preparing all buildings for heating season
- Found major repairs needed at Fire Station RTU, will continue work into October
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building