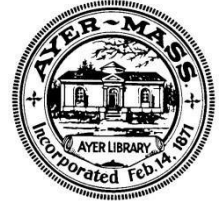


# Town of Ayer

## 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: November 1, 2022

Re: Monthly Report (Facilities Department)

Below is a brief summary of issues that required attention from the Department of Facilities Maintenance during the month of October.

- Completed all of the in-house repairs for the Police Station, Fire Station, and Town Hall's heating and cooling systems
- Police Station Life Safety inspections. Fire Alarms, Sprinklers, Fire Extinguishers, Generator load test
- Certified all invoices for warrant
- Fire Alarm and Sprinkler tests Town Hall and Library
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering
- Continued HVAC repairs at the Library
- Continued Library Wiring, FY23 VOIP and Internet up-grades
- Supervised scheduled service contracts and repairs with outside contractors
- Finished HVAC RTU repairs at the Fire Station
- Repaired gas flow boiler issues with National Grid and Renaud HVAC at the Town Hall
- Finished boiler repairs at the WWTP and fixed oil flow issues with Peterson Oil
- Continued working on FY24 Capital and FY24 Facilities Budget
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired leaking back flow valve at Fire Station in-house
- Completed all procurement and additional work needed during the month of October