

# 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: December 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 November.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems
- Finished all scheduled repairs for the library heating and cooling system
- Oversee 8 public events at the Town Hall
- Certified all invoices for warrant
- Prepared FY24 Facilities related Capital presentation. Started FY24 Facilities Department budget sheet
- 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
- Installed new Police Station vestibule front entrance flooring in house
- Supervised scheduled service contracts and repairs with outside contractors
- Continued working on 30 new data points for the Library, VOIP Capital upgrades
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired a leak to the Town Hall recirculation pump coupling
- Completed and passed Town Hall and Library State elevator inspections
- Repaired leaking sprinkler drain ball valve at the Fire Station, repaired two leaking toilets
- Replaced broken freezer at the Fire Station, sealed system failure
- Repaired failed RTU's at the DPW Admin building, replaced supply air sensors and recalibrated units