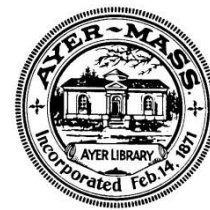


# Town of Ayer

## Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: February 1, 2023

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 January.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems
- Replaced fresh air intake to Library boiler, unit was not operational, everything back up and running
- Continued FY24 GCG audits
- Certified all invoices for warrant
- Continued working on FY24 Facilities Department budget sheet
- Completed MIIA insurance appraisals
- 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
- Started FY23 Police Station Sergeants and Patrol room Capital upgrades
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Balanced system pressure within the back flow of the Town Hall HW system
- Finalized COA office renovation project, scheduled for March
- Reworked wiring at COA to add additional phones and data
- Worked with Keystone elevators on repairs Town Hall elevator timing system