

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: March 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 February.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems
- Completed FY23 Police Station Patrol and Sergeant's area renovation including Removing old furniture, preparing walls for new equipment, installing new furniture, building a taser / radio shelving with power, up-grading all power and outlets, up-grading all I.T infrastructure with new Cat-6 wiring, installing new I.T rack system, wire control, and painting both areas
- Continued FY24 GCG audits
- Certified all invoices for warrant
- Continued working on FY24 Facilities Department budget sheet
- Prepared Great Hall for up-coming events
- 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 Council on Aging office renovations
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- FY23 Capital Roof and Gutter repairs, rebuilt Columbia Street vestibule from water damage