

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: April 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 March.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems
- Started GCG application
- 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
- Finished FY23 Council on Aging office renovations. Started I.T updates
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Repaired Town Hall elevator issues, generator, and prepared Great Hall for Devens event
- Started working on Pad for renovated cannon at Town Hall
- Spring HVAC P. M's, Fire Station, DPW Buildings, Police Station, and Library. Spring exterior lawn clean-up at the Police Station, Town Hall, and Depot Square