

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: May 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 April.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems
- Continued working on GCG application, audits, and potential projects
- Set-up and broke down Annual Town Meeting at the High School
- Certified all invoices for warrant
- Repaired Police Station jail cell issues, including door locks, cuff locks, locking panels, ECT.
- 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
- Completed all I.T upgrades at the COA converting over to a 16 port switch
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Replaced transfer switch at the Town Hall generator. Taking next steps in May to resolve issues
- Completed and unveiled new Town Hall Cannon renovation and pad