

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: June 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 May.

- 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 Elections
- Certified all invoices for warrant
- Repaired Town Hall staircase exit walls and replastered
- Started up cooling systems at the Town Hall, P.D, F.S, and Library
- Repaired DPW Admin RTU units
- 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
- Prepared Town Hall exterior and oversaw Memorial Day events
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building
- Worked with Infrared to test and repair Town Hall generator transfer switch
- Town Hall office moves and renovations, Accounting, Benefits and Payroll, and Treasure / Tax Collector's offices