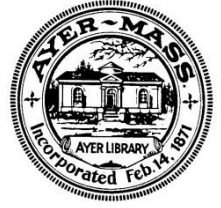


Town of Ayer

Department of Facilities Maintenance



Charles R. Shultz III, Director | Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-833-2301 | www.ayer.ma.us | crshultz@ayer.ma.us

To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: July 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 June.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Repaired P.D Lock-up flush meter and push to release valve.
- Continued FY24 GCG audits.
- Certified all invoices for warrant.
- Replaced micro-tamper switch on transfer plate T.H.
- Closed out FY24 year end for the Facilities Department.
- Prepared Great Hall for events.
- Monitored Town hall, Police department, and Fire station energy usage Including: gas, electric, phone, and solar metering.
- Repaired garage opener light cell at the Fire Station.
- Performed all required preventive maintenance and repairs on buildings as needed.
- Insulated sweating expansion tank at the Town Hall.
- Supervised scheduled service contracts and repairs with outside contractors.
- Continued FY23 capital improvements and started working on FY24.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.