

Town of Ayer

Department of Facilities Maintenance



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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: August 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 July.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Completed energy and weatherization audits at the Highway Garage office and WWTP.
- Repaired ceiling in Library hallway.
- Certified all invoices for warrant.
- Continued generator transfer switch repairs, replaced relay, once replaced found the motor has failed. Motor is scheduled to be replaced in August.
- Wrapped up end of year (FY23) for the Facilities Department.
- Prepared Great Hall and Select Board meeting room for 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.
- Continued Town Hall renovations including, rendering of ATM office, FD office, and Town Clerk's office.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.
- Installed manufacturers updated selector switch in preparation of our FY24 Town Hall elevator inspection.
- Finished all needed repairs for Town-wide HVAC P. M's.
- Cleaned up and renovated Police Station curbing, fencing, landscaping, and additional exterior projects in preparation of our FY24 Capital improvements.