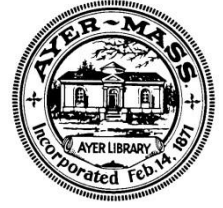


Town of Ayer

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: September 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 August.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Started FY24 Capital improvements at the Ayer Police Station scheduled to be completed in September.
- Prepared Library boiler repair plan with HVAC team.
- Certified all invoices for warrant.
- Continued working on Town Hall generator switch with repair company and National Grid, new motor is now scheduled for early October due to supply chain issues.
- 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.
- Completed window repair audit with Anderson windows.
- 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, finalizing ATM office renderings, ordered and built new Social Worker's office, Great Hall cubicle space.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.
- Reprogrammed Town Hall elevator selector switch after multiple breakdowns.
- Started Capital projects at the Library, HVAC repairs and roof repairs.
- Continued working on GC Grant for the upcoming fall submittal time.