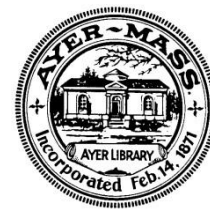


Town of Ayer

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: November 1, 2023

Re: Monthly Report (Facilities Department)

Below is a summary of issues that required attention from the Department of Facilities Maintenance during the month of October.

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Removed old boiler and installed new boiler at the library, completed multiple other HW heating repairs.
- Certified all invoices for warrant.
- Completed all follow up DOER requests for 2023 Green Community Grant application including a request for \$160,000.00 in grant funding and \$110,000.00 in incentives to complete Town wide energy reduction projects.
- 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.
- Removed and broke down ATM office furniture in preparations for renovations in November.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.