

# Town of Ayer

## Department of Facilities Maintenance

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To: Town of Ayer

From: Chuck Shultz, Facilities Director

Date: January 1, 2024

Re: Monthly Report (Facilities Department)

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

- Completed all the in-house repairs for the Library, DPW, Police Station, Fire Station, and Town Hall's heating and cooling systems.
- Started Great Hall cubicle renovations. Structural work is scheduled to be completed in February. I.T work scheduled to be completed by April.
- Certified all invoices for warrant, continued FY25 capital and budget process.
- Continued work on the Town Hall transfer switch.
- Prepared Great Hall and Select Board meeting room for events.
- Monitored Town wide energy usage. Including: gas, electric, phone, control systems, and solar.
- Completed all Winter HVAC P. M's town wide.
- Performed all required preventive maintenance and repairs on buildings, as needed.
- Repaired actuators in the Fire Station HW loop.
- Supervised scheduled service contracts and repairs with outside contractors.
- Working with Keystone elevator on hydraulic noise at the Town Hall.
- Started work on the Town Hall printer, mailroom, stamp renovations. Scheduled to be completed in March.
- Town Custodian started December 6<sup>th</sup>, 2023. Completed two-week training sessions with Custodian.
- Oversaw and completed all janitorial work at the Town Hall, Police Station, and DPW Admin building.
- Continued work on FY22 VOIP / Building wiring capital upgrades on the Library, Town Hall, and COA phone systems.