

**OFFICE OF THE PRIME MINISTER
YOUTH EMPLOYEMENT IN DIGITAL & ANIMATION INDUSTRIES PROJECT (YEDAIP)
47B SOUTH CAMP ROAD, KGN 4MINUTES OF SITE VISIT CONDUCTED AT THE SPANISH TOWN YOUTH
INFORMATION CENTRE ON JULY 13, 2018**

1. PRESENT:

- Mr. Winston Roberts, Construction Manager – YEDAIP
- Mrs. Rackeal-Hart Thompson, Procurement Specialist – YEDAIP
- Mr. Olatunde Akanbi, Radcan Roofing & Construction

2. CALL TO ORDER ORDER/OPENING REMARKS

- The Site Visit Meeting was called to order at 10:15 am;
- The Construction Manager gave an overview as the relationship between the Rehabilitation of the Spanish Town Youth Information Centre and the objectives of the YEDAIP, which is to facilitate the training of unattached youths in Digitization.

3. ITEMS DISCUSSED

- The work area was shown to the contractor. There were no questions.
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4. ADJOURNMENT

- The Site Visit was ended at 10:30 a.m.

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47B SOUTH CAMP ROAD, KGN 4**

MINUTES OF SITE VISIT CONDUCTED AT THE DUHANEY PARK COMMUNITY CENTRE ON JULY 13, 2018

DUHANEY PARK COMMUNITY CENTRE

1. PRESENT:

- Mr. Winston Roberts, Construction Manager – YEDAIP
- Mrs. Rackeal-Hart Thompson, Procurement Specialist – YEDAIP
- Mr. Olatunde Akanbi, Radcan Roofing & Construction
- Mr. Errol Jones, President Duhaney Park Community Centre

2. CALL TO ORDER ORDER/OPENING REMARKS

- The Site Visit Meeting was called to order at 12:00 p.m.;
- The Construction Manager gave an overview as the relationship between the Rehabilitation of the Duhaney Park Community Centre and the objectives of the YEDAIP, which is to facilitate the training of unattached youths in Digitization.

3. ITEMS DISCUSSED

- All work areas were shown to the contractor and inspected by all present;
- The driveway is to be repaired;
- Sections of the ceiling are to be removed and replaced with drywall ceiling complete with flushed LED lighting;
- All Floor areas are to be retiled;
- All cracks are to be filled prior painting;
- The aluminum louvre windows are to be removed and replaced with shatter proof windows
- The outside of the building is to be repainted;
- The damaged concrete pavement used as a driveway and walkway is to be repaired
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4. ADJOURNMENT

- The Site Visit was ended at 1:15 p.m.