

**OFFICE OF THE PRIME MINISTER
YOUTH EMPLOYEMENT IN DIGITAL & ANIMATION INDUSTRIES PROJECT (YEDAIP)
47B SOUTH CAMP ROAD, KGN 4**

MINUTES OF SITE VISIT CONDUCTED AT THE FLECTHERS LAND COMMUNITY CENTRE ON JULY 12, 2018

1. PRESENT:

- Mr. Winston Roberts, Construction Manager – YEDAIP
- Rackeal Hart Thompson, Procurement Specialist – YEDAIP
- Mr. David Allen, Chairman – Flecthers Land Management Benevolent Society
- Mr. Olatunde Akanbi, Radcan Roofing & Construction
- Mr. Sumba Pottinger, Radcan Roofing & Construction

2. CALL TO ORDER ORDER/OPENING REMARKS

- The Site Visit Meeting was called to order at 11:15 a.m.;
- The Construction Manager gave an overview as the relationship between the Rehabilitation of the Flecthers Land 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 inspected, which included, the existing computer lab, the new computer lab, the Roof, and the area for the proposed water tank installation
- The roof repair works will be carried out in tandem with the Environmental Health Foundation (installation of a Solar Panel System atop the Flecthers Land Community Centre Roof;
- In keeping with predetermined project timelines, the project period is four (4) weeks
- Each project has an exclusive project period of four (4) weeks; hence, should one contractor be awarded all lots, the completion time will be as stated for each individual site location.
- Contractors are to appreciate the socio-cultural environment within which the works are to be carried out;
- The successful bidder, along with the Client, is expected to liaise closely with the Flecthers Land Management Benevolent Society to ensure the successful implementation of the project

4. ADJOURNMENT

- The Site Visit was ended at 12:05pm