13th November 2023

Dear Admin manager,

**REPORT OF FIELD DUTY FROM 6TH NOVEMBER TO 12TH NOVEMBER 2023**

OFFICER ON DUTY: **F. N Macdickson celt**

POSITION: **Admin Officer**

**I** resumed duty in field operation on 6th of November, which was Monday following on the activities these where the issues and methods of resolutions.

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| S/N | ISSUES | METHOD OF RESOLUTION |
| 1. | Repair of LSR 805 FK (calliper and AC filter) | servicing of calliper and replacement of filter |
| 2. | Repair of KTU 868 GD (Ibadan bus change of part) | Change of parts  N/B: down follw up |
| 3. | Bad-Steering belt for FSCT 888 XN | The belt was successfully change at AMUWO |
| 4. | Repair of unit Air conditioner  a. reception filling of gas and welding of gas tube  b. meeting room change of capacitor  c. change of hust pipe at admin AC | Successful change of parts and gas refilling  And they are working perfectly well |
| 5. | Safety glove for Maryland | Made available safety glove by using I.O.U  Which we have reconciled after the purchase |
| 6. | Mary-land AC gas refilled | Not yet resolved |
| 7. | Change of horn for AGL 926 HH | Done successfully |

As stated, are few issues and method of resolution as others are still yet unresolved.

Sir, the report is for your evaluation as for me to continue field duties or be reassigned.

Your sincerely

F.N. Macdickson celt

Admin officer