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**AGRO PARK DEVELOPMENT COMPANY LIMITED**

**Report:** Daily – Weekly Report

**Unit:** Facility

**Date:** January, 2020

**Prepared by:** Akinyemi Samuel Olaoluwa

**Activity Period:** January 20, 2020 through January 26, 2020.

**Team Lead:** Mr Anibi Micheal

**Team Member(s):** Akinyemi Samuel Olaoluwa

This report contains activities that was carried out from January 20th, 2020 through January 26th, 2020.

**Monday**

1. Routine check at booku (discover faulty De-feathering machine).
2. Supervision on Fixing installation thyme borehole/plumbing machine.
3. Payroll start up
4. Resolve the park Hr with her duties while shes on leave.

**Tuesday**

1. Supervision on fixing of piggery generator and repair of plumbing work in the pen.
2. Testing of new 0.5 pumping maching fixed at the thyme field and handing of report generator
3. Planning of electricity need at the thyme field for night irrigation
4. Checking on moracapo generator (80kva) and report of fault (low air pressure)
5. Payroll start up
6. Supervision of plumbing work at post harvest and nursery field.
7. Attended to guest and interview of new posted corpers.

**Wednesday**.

1. Payroll names updating and proper check.
2. Solving of facility issues at piggery,supervision fixing of nopple drinkers and plumbing work repair at poultry and model.
3. Solving of water need issues at nursery, model farm and thyme.
4. HR duties.

**Thursday**

1. Routine check to crop unit (thyme field outside the gate and nursery).
2. Solving of water issues and irrigation machine.
3. Pay roll continue and proper head count done

4.Supervision of continues plumbing work at post harvest,repair of faulty pipe at garri unit and connection of new tank.

5.Supervision on fixing of new poultry generator.

**Friday**

1. Routine check to all unit and solving of facilities complains.
2. Pay roll finilization..
3. Relieved for Winfered with Hr and welfare duties.
4. Supervision of fixing of faulty scafold for hostel water tank.

**Saturday**

1. Routine check to crop unit (for water needs and how to harnonize water).
2. Aquisition of generator material.
3. Supervision on repair of model farm and brooding generators..
4. Supervision on repair of 80KVA maracapo generator.
5. Personal development.

**Sunday**

1. supervision on repair of distiller generator.
2. Sorting and provision of water need at the nursery