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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 (discovered faulty DE-feathering machine).
2. Supervision on installation of thyme borehole/pumping machine.
3. Payroll start up
4. Relived the park Hr with her duties while on leave.

**Tuesday**

1. Supervision on fixing of piggery generator and repair of plumbing work in the pen.
2. Testing of new 0.5HP pumping machine fixed at the thyme field and handing of fixed generator.
3. Planning of electricity need at the thyme field for night irrigation and planting.
4. Checking on maracapo generator (80kva) and report of fault (low oil pressure)
5. Full Payroll continuation.
6. Supervision of plumbing work at post harvest and nursery field.
7. Attended to guests and interview of new posted corpers.

**Wednesday**.

1. Payroll names updating and proper check.
2. Solving of facility issues at piggery, supervision on fixing of nipple drinkers and plumbing work repair at poultry and model farm.
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 at the nursery and irrigation machine fault detected.
3. Pay roll continuation and proper head count done.

4.Supervision of continuous 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 finalization..
3. Relieved for Winifred with Hr and welfare duties.
4. Supervision on fixing of faulty scaffold for hostel water tank.

**Saturday**

1. Routine check to crop unit (for water needs and how to harmonize water use ).
2. Acquisition of generator materials
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.