



Our Ref:.....

See Distribution

Your Ref:.....

**OFFICE OF THE DIRECTOR, WORKS
AND PHYSICAL DEVELOPMENT**

18 June 2023

Date:.....

MINUTES OF INTERIM HANDING OVER

CONSTRUCTION OF 3-STOREY WEST AFRICAN CENTRE FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE AT THE NYANKPALA CAMPUS OF UDS (CONTRACT NO: NR/UDS/WK/009/2020)

Please, find attached minutes of Interim handing over on the above project held on Thursday, 18 August, 2022 at the project site.

The Final Handing has been scheduled as follows:

1. **Date** : Friday, August 18 2023
2. **Time** : 9:00 am prompt
3. **Venue** : Project site

AGENDA

1. *Opening*
2. *Instructions from inspection of works*
3. *General Impressions and Recommendations*
4. *Interim handing over*
5. *Date for Final Handing over.*

Yours faithfully,

for
ing. Samuel B. Abiko

Director-WPD

Distribution

The Managing Director Larata Co. Ltd

Cc; Vice-Chancellor

Registrar

Director of Finance

Principal, Nyankpala Campus

Director, WACWISA

Head, WPD – Nyankpala Campus

Project team

**MINUTES OF INTERIM HANDING OVER HELD ON THURSDAY 18 AUGUST 2022 AT
THE PROJECT SITE.**

PROJECT TITLE	CONSTRUCTION OF 3 STOREY WEST AFRICAN CENTER FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE (WACWISA) (contract no: NR/UDS/WK/009/2020)
PROJECT LOCATION	NYANKPALA- CAMPUS, UDS
CONTRACT AWARD DATE	18 th NOVEMBER 2020
SITE POSSESSION DATE	3 RD DECEMBER 2020
PROJECT COMMENCEMENT DATE	17 TH DECEMBER 2020
PROJECT COMPLETION DATE	30 TH APRIL 2022
NAME AND ADDRESS OF CONTRACTOR	M/S LARATA COMPANY LTD P.O.BOX 110 NAVRONGO

MEMBERS PRESENT

NAME	DESIGNATION	ORG./COMPANY
-------------	--------------------	---------------------

CONSULTANTS

1. Ing Sam. B Abiko	Chairman (Director)	UDS-WPD
2. Ing Kwame D. Debrah	Snr Engineer	UDS-WPD
3. Arc. Jawhari Baba Duah	Snr. Architect	UDS-WPD
4. Surv. Julien Saaka	Quantity Surveyor	UDS-WPD
5. Engr. Obed K Owusu	Head, Nyankpala Campus	UDS-WPD
6. Mr. Sampson Nyamalor	Assistant Estate Officer	UDS-WPD
7. Mr. Charles Husunukpe	Chief Asst. Architect	UDS-WPD
8. Engr. Joseph Gampie	Snr Electrical Technician.	UDS-WPD
9. Ms Maame Akua Thompson	Estate Assistant	UDS- WPD
10. Mr. Joseph Aneam	Assistant Clerk of Works	UDS-WPD

CONTRACTORS

11. Mr. Abdul-Khadiri	Managing Director	Larata Co.Ltd
12. Surv. Victor Tiher	Project Manager	Larata Co. Ltd

CLIENTS

13. Prof. Felix K. Abagale	Pro-VC/Director	UDS-WACWISA
14. Mr. Nurudeen Issah Abubakr	Registrar	UDS
15. Mr. Mohammed Hardi	Director of Finance	UDS
16. Prof. George Nyarko	Principal	UDS-Nyankpala
17. Mr. John Azure	Director of Audit	UDS
18. Mr. Duke Fredua	Director of Procurement	UDS
19. Ing. Prof A. Ganiyu Shaibu	Vice Dean	UDS- SOE
20. Dr Iddrisu Tanko	Campus Officer	UDS-Nyankpala
21. Prof. Adu Gyamfi	Senior Lecturer	UDS
22. Dr. Dzigbodi Doke	Safeguard Officer	WACWISA- UDS
23. Dr Sylvester Ayambila	Research Coordinator	WACWISA-UDS
24. Mr. Muftawu Iddrisu	Accountant	UDS
25. Mr. Safianu Mahama	Procurement Officer	UDS
26. Mr. Issac Parry	Auditor	UDS
27. Mr. Benard Alando	Admin. Coordinator	WACWISA-UDS
28. Mr. Abilla James	Head of Security	UDS

ITEM	SUBJECT	ACTION
1.0	<p><u>SITE INSPECTION</u></p> <p>The Chairman welcomed members to the interim handing over meeting of the construction of 3 storey West African Center for Water, Irrigation and Sustainable Agriculture building at the Nyankpala campus of the University for Development Studies (UDS). He explained to members present that the meeting was convened to inspect work done by the Contractors for a recommendation to take over the project in the interim for use. He noted that several inspections had been carried out by the Consultants and clients to ascertain work done and a snag list submitted to the Contractor to remedy defects. The Chairman instructed the Site engineer to lead members present to inspect works done.</p>	
2.0	<p><u>OPENING</u></p> <p>The Chairman opened the meeting at 9:30 a.m. after an opening prayer by Maame Akua Thompson.</p>	
3.0	<p><u>INSTRUCTION FROM INSPECTION OF WORKS DONE</u></p> <ol style="list-style-type: none"> 1. The meeting noted the need for the Contractor to improve on level craftsmanship. 2. The Consultants instructed the Contractors to submit as-built drawings and instructional manuals of services on the project to the Consultants. 	<p>M/S Larata Co. Ltd</p>

GENERAL IMPRESSIONS AND RECOMMENDATION

4.0

The Meeting noted the level of finishing works on the project and were not impressed and called for an improvement/replacement of some of the finishing works.

They were however, satisfied with the level of completion and called for the interim handing over of the project to the clients.

Clients

5.0

INTERIM HANDING OVER

The chairman informed the meeting that the defect liability period of the project is 12 months.

A symbolic handing over of the keys to project was done to signify the transfer of the project to the clients in the interim. The Contractor handed over the keys to the Consultants who then handed it over to the Clients.

6.0

FINAL HANDING OVER

The meeting came to a closed after a closing prayer by Surv. Victor Tiher

The Date for the Final Handing over of the project was tentatively scheduled on 18 August 2023.

--	--	--

msb

ckh

msb

Ing Sam. B Abiko
(Chairman)

Mr. Charles Husunukpe
(Recorder)