

Report on the Progress of the Construction of Sacred Heart Primary School

Second Block of Four (4) Classrooms.

Palotaka Mission.

Introduction and Salutation:

I extend my heartfelt greetings to you and the entire staffs of your organization in the name of the Holy Trinity.

The construction of second block of four classrooms was started in early **July** and is progressing on very well. The work is still in the hand of the same company which constructed the first block of 4 classrooms and they are trying very heart to complete in time so that the children can move in.

Work Progress:

The work progress is categorized in to stages and they are as follows;

➤ Stage One: Foundation

This stage comprises of Blinding or plain concrete work which is done before building of the foundation, the Brick work for the foundation wall and plinth level, and the floor slab work.

➤ Stage Two: Wall

This comprises of brick work for the entire wall, ring beam and apron.

➤ Stage Three: Roofing

➤ Stage Four: Fixing Doors & Windows

➤ Stage Five: Plastering & Screeding

➤ Stage Six: Painting.

➤ Stage Seven: Demobilization and Site clearance

Completed Stages

Stage One; (Foundation)



Stage Two; (Wall)



Stage Three. (Roofing)



Current stage which is going on is stage four. (Fixing Doors & Windows)



Financial Report

All the receipt of the purchase and labour money paid for the completed stages are attached to this document.

The remaining amount for the completion of the remaining stages is detailed under.

S/No.	Activity	Quantity	Rate	Amount (USD)
1.	Cement for plastering, Screeding & ramp	145	12.5	1,812.5 \$
2.	Painting work			7,956 \$
3.	Lightening arrester			500 \$
4.	River sand	15 trips	170	2,550 \$
5.	Water			350 \$
6.	Transport for materials	2 trips	350	700 \$
7.	Black board work			300\$
8.	Labor			7,900 \$
9.	Site demobilization			1,000 \$
10.	Site clearance			300 \$
11.				
	Total Amount			23,368.5 \$

Total Amount in Words: Twenty Three Thousands, Three Hundred Sixty Eight point Five American Dollar.

I am therefore asking for the above mentioned amount to complete the remaining stages of the block as advised by the engineer.

Thanks.

Sr. Paskwina Iromo