**MINUTES OF SITE VISIT**

**7th August 2013**

**Contract title:**

Elaboration of technical documentation for implementing of energy efficiency measures in 3 public buildings in Municipality of Rila.

**Lot 1:** Elaboration of technical passports of 3 public buildings in Municipality of Rila and Elaboration of detailed investment project for implementing of energy efficiency measures in 3 public buildings in Municipality of Rila.

**Lot 2:** Elaboration of energy efficiency audits in 3 public buildings in Municipality of Rila.

**Location:** Region of Kuystendil**,** The Republic of Bulgaria, Municipality of Rila;1.House of culture Unique Cadastre Number (UCN) II-577,quarter 66; 2.The municipality of Rila administrative building –UCN VIII-640,quarter 52; 3. Former House for children without parental care (Dormitory) UCN I-1118, quarter 82 according to the Regulative plan of the town of Rila.

**Today, on 07th of August 2013,** at 14:00 p.m., in the boarding room of Municipality of Rila was held site visit, included in the procurement contract with subject “Elaboration of technical documentation for implementing of energy efficiency measures in 3 public buildings in Municipality of Rila” under the project 2007CB16IPO006-2011-2-170 “Technical documentation Sokobanja-Rila” under the CBC Programme between Republic of Bulgaria and Republic of Serbia, financed by IPP CCI Number: 2007CB16IPO006- Budget line № 2007CB16IPO006-2011-2.

The site visit was attended by:

Asen Gavrilov- Head of Department “UTSK” to Municipality of Rila;

Lazar Chavkov- Deputy Mayor “RRSPHD”;

Lubima Ortakchiyska- Project coordinator to the Municipality of Rila;

Mariq Tankova- Representative of “Klimacomfort- S” Ltd;

Stela Chamova- Manager of “Klimacomfort- S” Ltd;

Dimitrina Simeonova- Representative of “Ketbilding consult” Ltd;

The site visit began with a comprehensive review of House of culture in the Town of Rila.

During the inspection some of the representatives asked some questions about the state of heating, electric installation, how long functioned central heating, when the building is constructed, if there are available construction documents of the building.

One of the employees in the House of culture answered on the asked questions and explained what is the location of the warehouses, what is the location of rooms on each floor and the state of the theater.

Then began a view of the building “Former House for children without parental care”.

During the inspection the Deputy Mayor explained to the participants that the heating installation is faulty, the construction of the building is solid.

The site view ended with the Municipality of Rila administrative building.

In the process of inspection of the building the Deputy Mayor explained some facts about the heating installation, which is strongly reduced, date of construction of the building, presented the location of warehouses and the location of rooms on each floor.

The site visit ended at 15:00 p.m.

After the site visit the participants were invited to take their site visit certificates.