



W/E
20/06/2021

CONTRACT:

Head Office(tenders)

DOCUMENT REFERENCE:	SIT-FM-009	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS	VERSION NO:	1.0	
		LAST REVISION DATE:	N/A	
		NEXT REVIEW DATE:	07/02/2014	

G.Buck
20-06-2

TIME SHEET

CONTRACT:
Knightsbridge

[illegible]

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-009 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
--	-------------------	--------------------	--	---------------------------------	-------------

TIME SHEET

LORD'S C&E

CONTRACT :

[illegible]

REF: WOKI 02

COMPILED BY:
J. WRAY

W/E DATE (SUN):
20.06.2021

CONTRACT: Hilton Hotel, Victoria Square, Woking

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Hilton Hotel Woking - WOKI 02 - (RCL - PAYE)															
J. WRAY	08:30	17:00	07:30	12:30	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	½ day holiday on Tuesday
J. GODMAN	07:30	17:00	/	/	/	/	/	/	/	/	/	/	/	/	check.
J. SMITH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)															
B. RAMCHANDE	09:30	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
A. KULSINSKAS	09:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)															
A. KULSINSKAS	07:30	09:30	/	/	/	/	/	/	/	/	/	/	/	/	
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - PAYE)															
J. WRAY	07:30	08:30	/	/	/	/	/	/	/	/	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)															
G BURLAN	07:30	16:30	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
D. DUMITRANA	/	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Pushpinder. SINGH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Balbir. SINGH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (TICKTOMAS POLISHERS)															
M. NOWOSADKO	07:30	16:30	07:30	14:00	/	/	/	/	/	/	/	/	/	/	

Ans

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-009 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
--	-------------------	--------------------	--	---------------------------------	-------------

R G L RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET			Name: G.Buck w/c : 14/06/2021				
DAY	LOCATION	TASK	COST HEADINGS / HOURS							
MONDAY	Core A & C L1-4 All areas	Re-installing wall panels ready for client inspection. Snagging	6hrs							
			3hrs							
TUESDAY	Core A & C L1-4 All areas	Re-installing wall panels ready for client inspection. Snagging	6hrs							
			3hrs							
WEDNESDAY	Core A & C L1-4 All areas	Re-installing wall panels ready for client inspection. Snagging	6hrs							
			3hrs							
THURSDAY	Core A & C L1-4 All areas	Re-installing wall panels ready for client inspection. Snagging	6hrs							
			3hrs							
FRIDAY	All areas	Snagging	9hrs							
SATURDAY										
SUNDAY										
TOTALS										

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Aurelijus Kulsinskas w/c : 14-06-2021		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	Woking	Morning Site Walk and jobs allocations – 3 h Car Park Site- measure Core 3 door openings hights. – 1h Snag, explained carpenter how the skirting needs to be installed Level 1 core 3. – 1h Magic Man show works, inspect works, level 8 and 6 -1h Move materials Level 6 to new location – 2h Allocation Book – 1h				
TUESDAY	Woking	Morning Site Walk and jobs allocations – 3 h Setup carpenters to snag front doors to Rooms starting L20. – 1h Works to Level 9 front doors. Inspect carpentry works , setup Labourer to fill in sand paint. 1 h Magic man works to Room 1309 , 1409, 1609, level 6 toilet door setup inspection -1h Allocation Book – 1h				
WEDNESDAY	Woking	Morning Site Walk and jobs allocations – 3 h Level 9 front doors stops fill in – 1h Inspect and record Rooms front doors Level 20,19,18,17 – 4h Allocation Book – 1h.				
THURSDAY	Woking	Morning Site Walk and jobs allocations –3h Inspect and record front doors + adjust drop seals Level 16, 15, 14, 13 – 5h Allocation Book – 1				
FRIDAY	Woking	Morning Site Walk and jobs allocations – 3 h Inspect and record front doors + adjust drop seals Level 12, 11, 10, 9 – 5h Allocation Book – 1h				
SATURDAY						
SUNDAY						
TOTALS						

 RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Mark Robinson w/e: 20/06/21				
DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY	CS – JMS & Site	Collect Mock up Reception desk from JMS, view shower benches and door frames at JMS. Take mock up to site.	9					
TUESDAY	CS – Office	Issue mirror etching drawing, sort out Shadbolt order and issue.	6					
	VSW - Office	Issues about length of cable in Datim Doors	3					
WEDNESDAY	CS – JMS Works	Procurement Meeting	9					
THURSDAY	CS - Office	Issue with Shadbolt Doors with overpanels, download JMS drawings with BGY comments and issue.	9					
FRIDAY	CS – Office	Download more JMS drawings with comments & issue	5					
	VSW - Site	Site visit	4					
SATURDAY								
SUNDAY								
TOTALS								

RG RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: D Sanders w/c: 14-06-21	
DAY	LOCATION	TASK	COST HEADINGS / HOURS		
MONDAY	Site visit to lords Working from Home after	Visit Lords site & attend ISG meeting. Home -adjust Woking door schedule, issue data sheets, and download drawing approval sheets and issue	LORD 02 6hrs	WOKI03 4HRS	
TUESDAY	Working at Head Office	Working with Simon on BOH protection order and sanitaryware fixtures for woking podium toilets. Adjusting commented Data sheets for wall protection and re upload not 4P for final approval. Sort out bits for Lords and on phone with Slav a few times	LORDS02 3HRS	WORKI03 7hrs	
WEDNESDAY	Working on site in Woking	1/Site measure thermal insulated door opening 2/Sort door schedule and issue to Shadbolt for car Park together with drawings and specs 3/Go thro emails and answer as required (all my jobs) 4/ looking on 4P for lasted information on doors for car park area	Wooi03 10 hrs		
THURSDAY	Head Office	Do monthly reports for Woking & Lords Sort issues/emails for woking & Lords Tenders with Simon	Lord02 4hrs	Woki03 3hrs	Head office tenders 3hrs
FRIDAY	Sites	New bond street -site visit, meet French polisher and look at snags Lords -site visit go thro extras report to ISG Woking-site visit	Bond street 2 ½ hrs	Lord02 5hrs	Woki03 3hrs
SATURDAY					
SUNDAY					
TOTALS					

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET		Name: Slav Simonovic w/c: 14/06/21			
DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY	LORD'S	Site walk, supervision, paperwork, check ups, Snagging.	9					
TUESDAY	"	Move materials, setting out for decking, Install F.Fit ironmongery, Site supervision, Paperwork, Unload delivery for lsg SI	2 6 1					
WEDNESDAY	"	Apply fire mastic, Install f, fit ironmongery.	7 2					
THURSDAY	"	Site supervision, helping out, Install f. fit ironmongery.	2 7					
FRIDAY	"	Site Supervision, Paperwork, handover. Check ups and helping out.	9					
SATURDAY	"	Site supervision, paperwork, producing handover certificates. Snagging to door sets, Helping out.	9					
SUNDAY		Helping out, snagging, check ups. Update outstanding work list. Producing daywork sheets.	9					
TOTALS								

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Jason Wray w/c : 14/06/2021	
DAY	LOCATION : VSW WOKI 02	TASK	COST HEADINGS / HOURS		
MONDAY	Office	Toolbox Talk.	0.5 hr		
	Office	Read / Reply to e-mails & phone calls.	2.5 hr		
	Office	Agency & RCL Time sheets etc.	2.0 hr		
	Office (WOKI-03)	Surveying & marking up drawings for Core 3 structural openings.	1.0 hr		
	Office	Loading Level 19 IT&P's & Level 20 mastic photos onto Field View	1.5 hr		
TUESDAY	Office	Daily Briefing meeting	0.5 h		
	Office	Filling in IT&P's Levels 06 & loading mastic photos onto Field View	1.5 hr.		
	Office	Toolbox Talk	0.5 hr		
	Office	Read / Reply to e-mails & phone calls.	1.5 hr		
	Levels 09 to 14	Walking site checking Magic Man & Carpenters work	1.0 hr		
WEDNESDAY	Office	Filling in IT&P's Levels 06 & 08	2.0 hr		
	N/A	½ day Holiday	4.5 hr		
	Office	Read / Reply to e-mails & phone calls.	2.0 hr		
	Office & L 17 to L20	Write schedule & check Guest room front doors.	5.5 hr		
	Office	Daily Briefing meeting	1.0 hr		
THURSDAY	Levels 09 & 10	Walking site checking progress / quality.	1.0 hr		
	Office	Read / Reply to e-mails & phone calls.	2.0 hr		
	SRM Office	Collaborate planning review meeting.	1.0 hr		
	SRM Office	Collaborate planning Look ahead meeting.	2.0 hr		
	Office	Daily Briefing meeting	1.0 hr		
FRIDAY	Levels 11 & 12	Walking site checking progress / quality.	1.0 hr		
	Office & L14 to L17	Write schedule & check Guest room front doors.	2.5 hr		
	Office	Safety Paperwork for SRM	2.0 hr		
	Office	Read / Reply to e-mails & phone calls.	2.0 hr		
	Office	Daily Briefing meting	0.5 hr		
SATURDAY	Office	Progress Report for SRM	2.0 hr		
	Office & L09 to L13	Write schedule & check Guest room front doors.	3.0 hr		
SUNDAY					
TOTALS					

Client Account Name & Address:	Work or Site Address:
Raphael Contracting Limited	Hilton Hotel
	Victoria Square, Woking
Accounts Number:	Reporting To:
Purchase Number 32757	Auris Kulsinkas / Jason Wray

Apex Resources Limited
Apex House, 1 Bridle Path
Watford, Hertfordshire, WD17 1UE
Tel. 01923 200 111, Fax. 01923 200 112



apex
RESOURCES

Details for Week Ending (Date):

20/06/2021

TimeSheets to be received by Tuesday 11:00AM. - F: 01923 200 112, Email: please use the button below.

Trade	Name of Temp Worker	MON		TUE		WED		THU		FRI		SAT		SUN		Total Hours Worked Less Breaks	Basic Rate Hour	Overtime Rate Hour	Work Rate	Time Keeping	Conduct Attitude	Work Quality
		On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks									
carpenter	Gheorghe Burlan	9.00	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42	42	N/A				
carpenter	Dumitru Dumitran	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	34	34	N/A				
carpenter	Pushpinder Singh	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Balbir Singh	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				

We confirm that the work has been carried out is to our satisfaction. We certify that the total hours above are correct and will accept your account for the hours worked shown at the agreed rates. We understand, agree and accept all terms/conditions of business set out by Apex Resources Ltd. I confirm the works were completed without any supervision, direction or control as to the manner in which the works were completed. Receipt of this document via email from the Sender's company or individual it was intended for will be treated as authorisation to invoice as per our Terms & Conditions.

Signature: Jason Wray Name (in capitals): **JASON WRAY**

Position: **Project Manager** Date: **21/06/2021**

Consultant:

Branch Number & Notes: