



COMPILED BY: G.Buck
W/E DATE (SUN): 11-07-21

CONTRACT:
Knightsbridge

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
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COMPILED BY:
Slav Simonovic

W/E DATE (SUN) :
11/07/21

TIME SHEET

LORD'S C&E

CONTRACT:

DOCUMENT REFERENCE:	SIT-FM-009	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS	LAST REVISION DATE:	N/A	
		NEXT REVIEW DATE:	07/02/2014	

TIME SHEET

 COMPILED BY:
 J. WRAY

 W/E DATE (SUN):
 11.07.2021

CONTRACT: VSW - Hilton Hotel (02) & Public WC's & Red carpark (03)

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)																
	✓	HOL	HOL	07:30	12:30	07:30	13:00	07:30	13:00	07:30	11:00	/	/	/	/	
	✓	07:30	17:00	07:30	17:00	07:30	12:30	07:30	11:30	/	/	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)																
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	11:30	/	/	/	/	/	/	31.
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
	✓	07:30	13:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	New Start
	✓	07:30	17:00	07:30	17:00	07:30	11:00	/	/	07:30	17:00	/	/	/	/	
	✓	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/	/	/	/	
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	11:30	/	/	/	/	/	/	£1609.77.
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
	~	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - PAYE)														
J. WRAY	HOL	HOL	12:30	17:00	13:00	17:00	13:00	17:00	11:00	17:00	/	/	/	/
J. SMITH	/	/	/	/	12:30	17:00	11:30	17:00	07:30	17:00	/	/	/	/
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)														
K. KULSINSKAS	/	/	/	/	07:30	17:00	07:30	17:00	07:30	12:30	/	/	/	/
M. BYTAUTAS	/	/	/	/	/	/	11:30	17:00	07:30	17:00	/	/	/	/
B. RAMCHAND	/	/	/	/	/	/	11:30	17:00	07:30	17:00	/	/	/	/

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TIME SHEET

CONTRACT: Woking/Lords & Head Office

[illegible]

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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

CHAS
ACCREDITED

Details for Week Ending (Date): **11/07/2021**

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	9.50	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	Dumitru Dumitrana	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	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: **13/07/2021**

Consultant:

Branch Number & Notes:

RAPHAEL CONTRACTING
LIMITED

DAILY ALLOCATION SHEET

Date 6/7/21

CONTRACT

OPERATION

see finishing factory
LABOUR @ Tues
Lunch.

REF

2 1/2 6 1/2 1/2

9 1/2

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL
HOURS

JOE DYETI

2 1/2 6 1/2 1/2

9 1/2

TOTALS

9.

TYPE OF MACHINE

JMSØ1

9

RAPHAEL CONTRACTING
LIMITED

DAILY ALLOCATION SHEET

Date 8/7/21

CONTRACT

OPERATION

coll Lorry (Frankin)

load Lorry 2 Jns

dec to working

lunch

Rtn Lorry to Frankin

coll Van Load Van @ Jns

REF

2 1/2

2

4

1/2

3

1 1/2

13 1/2

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL
HOURS

Joe DYETT.

2 1/2

2

4

1/2

3

1 1/2

13 1/2

13

TOTALS

9 (2 1/2) 1 1/2

TYPE OF MACHINE

Jmsq 1

9 (2 1/2) 1 1/2

RAPHAEL CONTRACTING
LIMITED

DAILY ALLOCATION SHEET

Date 9/7/21

CONTRACT

OPERATION

DEL TO CANNON ST.

DEL WORKING

DEL + COLL H.O.

COLL SCREFFX

DEL HOXTON HORSE

DEL MOB

LUNCH

REF

2 1/2

2 1/2

1

1/2

2

1 1/2

1/2

10 1/2

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL
HOURS

JOE DYER

2 1/2

2 1/2

1

1/2

2

1 1/2

1/2

10 1/2

SCREFFX

SM

HEAD

KNIFE

10

TOTALS

9(1)

TYPE OF MACHINE

~~DRUM~~

~~DRUM~~

HEAD 1.

1

KNIFE

1/2

SMSP1-

T 1/2 (1)

RG RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com <th colspan="3">SITE MANAGER ALLOCATION SHEET</th> <th colspan="3">Name: G.Buck w/c : 05/07/2021</th>			SITE MANAGER ALLOCATION SHEET			Name: G.Buck w/c : 05/07/2021				
DAY	LOCATION	TASK	COST HEADINGS / HOURS							
MONDAY	Core B L1&2	KN1 paperwork Supervision of works to fire doors to staircases	5hrs							
			4hrs							
TUESDAY	East & West reception	Supervision of re-works of wall panels Removal of wall panels	9hrs							
WEDNESDAY	East & West reception All areas	Supervision of re-works of wall panels De snagging works	5hrs							
			4hrs							
THURSDAY	West reception	installing new timber beadings around windows De snagging works	3hrs							
			6hrs							
FRIDAY	All areas	Supervision of re-works of skirtings and setting out of socket cut outs as required	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 : 05-07-2021		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	Woking	Morning Site Walk and jobs allocations – 3 h Inspect, adjust door stops to Room Front doors Level 14, 15, 16, 17 – 4h Skirting to Core 3, Level 3,4 Carpenter setup, take skirting boards – 1h Allocation Book – 1h				
TUESDAY	Woking	Morning Site Walk and jobs allocations – 3 h Level 8 Guest Lift Lobby door set remove, take masking tape off and reinstall – 1h Ground floor toilets sanitary ware locations markup – 2h Shelves to Level 1, Security Office - 1h Shelves to Level 6, Sheff Office – 1h Allocation Book – 1h				
WEDNESDAY	Woking	Morning Site Walk and jobs allocations – 3h Inspect, adjust door stops to Room Front doors Level 18, 19, 20 – 3h Snagging works to Level 9 Rooms – 1h Check doors Level 6 – 1h Allocation Book – 1h.				
THURSDAY	Woking	Morning Site Walk and jobs allocations – 3h Dismantle and build Mobile Tower Level 1 to Level 6 – 1h Help carpenter to install acoustic panels to Level 6 Ball Room – 2h Snagging works to Level 10 Rooms – 1h Work permit and work alloc. to Level 6 AV room. – 1h Allocation Book – 1				
FRIDAY	Woking	Morning Site Walk and jobs allocations – 3 h Level 1 snags with Terry (McAlpine) – 2h Mirror to Ground Floor Toilet – 1h Electromechanical Locks cylinders cuts to Level 1 doors -1h Level 6 Storage material removal organise – 1h. Allocation Book – 1h				
SATURDAY						
SUNDAY						
TOTALS						

RG&L RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com Tel: 020 8391		SITE MANAGER ALLOCATION SHEET		Name: Kes Kulsinskas w/c : 05-07-21				
DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY	Woking Hilton Hotel/Car park	Sorting out vanity unit problems with wall dims and pipe casings					9hrs	
TUESDAY	Woking Hilton Hotel/Car park	Marking all wcs for vanity units and formvize panel setting outs					9hrs	
WEDNESDAY	Woking Hilton Hotel/Car park	Snagging Hilton hotel L-6					9hrs	
THURSDAY	Woking Hilton Hotel/Car park	Car park door frame delivery . Lauding to needed floors					9hrs	
FRIDAY	Woking Hilton Hotel/Car park	Car park door frame delivery . Lauding to needed floors					9hrs	
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: 11/07/21				
DAY	LOCATION	TASK	COST HEADINGS / HOURS							
MONDAY	Site – VSW	Site Visit, monthly report.	4							
	Office - CS	Issue Mass drawings, monthly report, issue site dimmed drawings to JMS	5							
TUESDAY	Site – Hoxton	To discuss mock up room work	3							
	Office - CS	Prep for internals	6							
WEDNESDAY	Office – CS	Issue RFA, issue Mass Concrete Drawings, issue revised JMS drawings, meeting minutes	7							
	Office - Hoxton	Start up meeting	2							
THURSDAY	Office – VSW	Fire door issues & e-mail between shadbolt & srm.	4							
	Office – HH	Invitation to Asite, order selo door.	1							
FRIDAY	Office - CS	Rev 05 rcl door schedule.	4							
	Office – CS	Tweak Rev 05 door schedule, issue to shadbolt, try and sort out how to get reception desk into building.	5							
SATURDAY	VSW - Site	Site visit	4							
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: D Sanders w/c: 05-11-21	
DAY	LOCATION	TASK	COST HEADINGS / HOURS		
MONDAY	1/Site meeting Hoxton Hotel white box tender meeting 2/ Working from home go thro all emails and respond since started my holiday	Meeting Hoxton hotel with A Barlow & Simon, tender meeting	Hoxton tender meeting and minutes 5hrs	Home Check emails and reply as required for Lords02, woking03, Simon's tender emails etc 5hrs	
TUESDAY	Woking site Lord's site	Site visit to woking, sort car park door issues and walk site Site visit Lords, measure for extra trellis works with Slav and walk around site with ISG	Wok03 5hrs	Lords02 5hrs	
WEDNESDAY	Head office	Downloading drawings off 4P Woking, mark up schedule and issue drawings etc	Woki03 10hrs		
THURSDAY	Woking Site	Look at vanity unit issues and resolve Check all areas that required wall protecting to see if ready for RCL to install, paperwork	Wkki03 10hrs		
FRIDAY	Woking Site	Door meeting, WC Meeting Do Space House drawing comparison	Woki03 5hrs	Space house tender 5hrs	
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: Slav Simonovic w/c: 05/07/21			
DAY	LOCATION	TASK	COST HEADINGS / HOURS				
MONDAY	LORD'S	Ordering/ collecting materials for ISG SI	9				
TUESDAY	"	Remove escutcheons, Instal cylinder pulls. Snagging Install Double door sets SI	2 5 2				
WEDNESDAY	"	Apply fire mastic to temporary door sets Take off for Nursery pitch fencing. Snagging. Plant check/collection, move fixings in to store room	3 2 2 2				
THURSDAY	"	Apply fire mastic to 2No. door sets reinstalled by Ascot due to previous error. Cut, relip, reinstall door 03.39, removed by others due to resin floor application. Take off for add works	4 4 1				
FRIDAY	"	Site Supervision, Snagging, Replace damaged hinge screws. Replace missing escutcheons, Paperwork, ISG Weekly report, handover.	9				
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: Jason Wray w/c : 05/07/2021				
DAY	LOCATION : VSW WOKI 02 & 03	TASK	COST HEADINGS / HOURS					
MONDAY	HOLIDAY	HOLIDAY						
TUESDAY	Office Office Office (WOKI 03) Office (WOKI 03) Office	Agency & RCL Time sheets etc. Read / Reply to e-mails & phone calls. Read / Reply to e-mails & phone calls. Booking delivery slots Daily Briefing meeting	2.0 hr 3.0 hr 3.5 hr 0.5 hr 0.5 hr					
WEDNESDAY	Office	Toolbox Talk	0.5hr					
	Office	Going through Clients Snags and updating to RCL items only.	1.5 hr					
	Office	Updating RAMs to rev 06.	0.5 hr					
	Public W/C's (WOKI 03))	Going through vanity unit issues with SRM & Kes	1.0 hr					
	Export House (WOKI 03))	Public Toilets Progress Meeting	1.5 hr					
	Office (WOKI-03)	Read / Reply to e-mails & phone calls (WOKI-03)	1.5 hr					
	Office	Read / Reply to e-mails & phone calls. (WOKI-02)	1.5 hr					
	Office	Daily Briefing meeting	0.5 hr					
	Office	Progress report for SRM	1.0 hr					
THURSDAY	Office Export House Office Export House Public W/C's (WOKI 03)) Office (WOKI 03) Tower 1 & basement (WOKI 03)	Toolbox Talk Collaborate planning review meeting. Read / Reply to e-mails & phone calls. (WOKI-02) Collaborate planning Look ahead meeting. Read / Reply to e-mails & phone calls. (WOKI-03) Going through vanity unit issues with SRM & D.Sanders On site meeting with D.S & SRM to go through bump rails / pipe casings	0.5 hr 1.5 hr 2.0 hr 1.5 hr 2.0 hr 1.0 hr 1.0 hr					
FRIDAY	Office Office Office Export House (WOKI 03) Office (WOKI 03) Export House (WOKI 03)	Safety Paperwork for SRM Read / Reply to e-mails & phone calls (WOKI-02) Daily Briefing meeting Timber & Metal Door Meeting Read / Reply to e-mails & phone calls. (WOKI-03) Public Toilets Sequence & Co-ordination meeting	1.5 hr 1.5 hr 0.5 hr 2.5 hr 2.0 hr 1.5 hr					
SATURDAY								
SUNDAY								
TOTALS								