



RAPHAEL
CONTRACTING LTD

REF: WOKI 02 &
WOKI 03

TIME SHEET

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

COMPILED BY:
J. WRAY
W/E DATE (SUN):
01.08.2021

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
8 Hilton Hotel Woking - WOKI 02 - (RCL - PAYE)															
J. WRAY	✓	HOL	HOL	07:30	13:00	07:30	11:00	07:30	15:30	07:30	13:00	/	/	/	/
J. SMITH	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	14:00	/	/	/	/
9 Hilton Hotel Woking - WOKI 02 - (RCL - CIS)															
B. RAMCHANDE	✓	08:30	17:00	07:30	17:00	13:00	17:00	/	/	14:00	17:00	/	/	/	/
K. KULSINSKAS	✓	13:00	17:00	13:00	17:00	13:00	17:00	07:30	15:00	07:30	16:00	/	/	/	/
S. SINGH BURMI	✓	/	/	/	/	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/
K. O'MALLEY	✓	/	/	/	/	/	/	07:30	17:00	/	/	/	/	/	/
T. LIDZIUS	✓	/	/	/	/	/	/	07:30	17:00	07:30	17:00	/	/	/	/
A. STATTS		/	/	CANNE	/	16:00	17:00	07:30	17:00	07:30	17:00	/	/	/	/
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)															
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	/	/	/	/

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

11.66. (2)
229.84

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	13:00	17:00	11:00	17:00	15:30	17:00	13:00	17:00	/	/	/	/
J. SMITH	/	/	/	/	/	/	/	/	14:00	17:00	/	/	/	/
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)														
K. KULSINSKAS	07:30	13:00	11:00	13:00	07:30	13:00	15:00	17:00	16:00	17:00	/	/	/	/
M. BYTAUTAS	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/
B. RAMCHANDE	07:30	08:30	/	/	07:30	13:00	07:30	17:00	07:30	14:00	/	/	/	/
E. AMANING	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/
S. SINGH Birmi	0730	1700	0730	1700										

DOCUMENT REFERENCE:	SIT-FM-009	VERSION NO:	1.0	CREATION DATE:	07/02/2013	
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	Page 2 of 1

12/2

TIME SHEET

CONTRACT:

Working/Lords & Head Office

[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
--	-------------------	-------------	-----	--	---------------------------------	-------------

RAPHAEL CONTRACTING LIMITED

DAILY ALLOCATION SHEET

Date 27/7/21

CONTRACT

CHECK No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL HOURS

OPERATION

REF

4 1/2
2
1/2
3

COIL H.O Dec KNIGHTS BAY
COIL H.O.
Lunch
Jec to Jms.

Joe Dyer

4 1/2
2
1/2
3

10

TOTALS

9 (1 1/2)

TYPE OF MACHINE

KNIGHT

4 1/2

Jmsel

4 1/2 (1 1/2)

Hors - 18

KNIGHT - 4 1/2 / Jmsel - 18 1/2 (1)

MOORE - (1 1/2) / CANNON - 2 / MOORE - 2

DAILY ALLOCATION SHEET

26/7/21

OPERATION

[illegible]

DAILY ALLOCATION SHEET

30	7	21
----	---	----

OPERATION

[illegible]



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 : 26/07/2021

DAY

LOCATION

TASK

COST HEADINGS / HOURS

MONDAY

Office reception

KN1 paperwork

Supervision of works dayworks

5hrs

4hrs

TUESDAY

All areas

Supervision of snagging

9hrs

WEDNESDAY

All areas

Supervision of snagging

9hrs

THURSDAY

All areas

De snagging

9hrs

FRIDAY

Holiday

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: 01/08/21**

DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY	Office – CS	Catch up on e-mails	4.5					
	Office - VSW	Catch up on e-mails	4.5					
	Office – CS	Catch up on e-mails, Design Teams meeting	6					
TUESDAY	Office - VSW	Catch up on e-mails	3					
	Site – CS	Site Visit	6					
WEDNESDAY	Office - VSW	Sort out wc accessories for collection	3					
	Site – VSW	NCR Meeting, site visit.	6					
THURSDAY	Site - Hoxton	Meeting	3					
	Office – VSW	Load wc accessories on to JMS van, e-mail to shad for acoustic seals.	3					
FRIDAY	Office - CS	Download commented drawings, upload mock up RFA's and mastic data sheet	6					
	Home - CS	Issue drawings & addendums to JMS, upload & download drawings on Livelink	6					
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: D Sanders
w/c: 26-07-21

DAY	LOCATION	TASK	COST HEADINGS / HOURS				
MONDAY	Head office	Woking kick plate schedule Do schedules for my internal meeting Repton Garden tender with Simon & JMS Space House tender	Tenders Space house &Repton Gardens 6 hrs	Wok03 2hrs	Times / emails & schedules 3hr		
TUESDAY	Start working at home Go to Repton Gardens for meeting with JMS/Simon & site team	Site tender meeting with Simon - Repton Gardens plus write up meeting minutes after Working on Woking ironmongery schedule & issue on 4P	Repton gardens 7hrs	Wok03 3hrs			
WEDNESDAY	Head Office	My internals	10hrs				
THURSDAY	Head Office	Space House tender with Simon & Repton Gardens	10 hrs				
FRIDAY	Woking Site	Door meeting & site walk around plus working in site office emails/schedules etc	Wok03 10hrs				
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 : 26/07/2021

DAY	LOCATION : VSW WOKI 02 & 03	TASK	COST HEADINGS / HOURS					
MONDAY	HOLS	HOLS	HOLS					
TUESDAY	Office Office Office Office (WOKI 03) Office (WOKI 03) Office (WOKI 03)	Agency & RCL Time sheets etc. Safety Paperwork for SRM Read / Reply to e-mails & phone calls. (WOKI-02) Daily Briefing meeting Booking in deliveries Read / Reply to e-mails & phone calls. (WOKI-03) Setting up IT&P's for the Red Carpark	2.0 hr 2.0 hr 1.0 hr 0.5 hr 0.5 hr 1.0 hr 2.5 hr					
WEDNESDAY	Office Office Office Office (WOKI 03) Public Toilets (WOKI 03) Export House (WOKI 03) Office (WOKI 03)	New starter details for carpenter Tool Box Talk Read / Reply to e-mails & phone calls. (WOKI-02) Daily Briefing meeting Read / Reply to e-mails & phone calls. (WOKI-03) Walking round site with Astor Bannerman Public Toilets Progress Meeting Setting up IT&P's for the Red carpark	0.5 hr 0.5 hr 2.0 hr 0.5 hr 2.0 hr 1.0 hr 1.5 hr 2.5 hr					
THURSDAY	Office Office Office Export House Office Office Office (WOKI 03)	Tool Box Talk# Testing operatives & reporting Lateral Flow Tests Read / Reply to e-mails & phone calls. (WOKI-02) Meeting with M.R & SRM to go through NCR's Progress Report for SRM Daily Briefing meeting Read / Reply to e-mails & phone calls. (WOKI-03)	0.5 hr 0.5 hr 1.5 hr 2.5 hr 2.0 hr 0.5 hr 1.5 hr					
FRIDAY	Office Office Export House (WOKI 03) Office (WOKI 03)	Read / Reply to e-mails & phone calls & Manager's allocation sheet Daily Briefing meeting Safety Paperwork for SRM Door Workshop with D.S, SRM & Architect Read / Reply to e-mails & phone calls. (WOKI-03)	2.5 hr 0.5 hr 2.0 hr 2.0 hr 2.0 hr					
SATURDAY								
SUNDAY								
TOTALS								