

TIME SHEET

 COMPILED BY:
 J. WRAY

 W/E DATE (SUN):
 22.08.2021

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)															
J. WRAY	07:30	12:00	07:30	14:00	07:30	13:30	07:30	13:30	17:00	12:00	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)															
S. SINGH BURMI	07:30	17:00	07:30	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	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (SMJ - French Polishers))															
J. GAMBELL	/	/	10:00	16:00	10:00	15:00	/	/	/	/	/	/	/	/	

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	✓	12:00	17:00	14:00	17:00	13:30	17:00	13:30	17:00	12:00	17:00	/	/	/
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)														
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	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/
E. AMANING	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/
J. SWIFT	✓	07:30	17:00	07:30	17:00	07:30	17:00	/	/	07:30	17:00	/	/	/
Hilton Hotel Working - WOKI 02 - (FORMWISE)														
L. BATES		13:30	15:30	/	/	/	/	/	/	/	/	/	/	/

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 2 of 1
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Kes Kulsinkas / Jason Wray

apex
RESOURCES

Kes Kulsinkas / Jason Wray

22/08/2021

1 2 3 4 5

1 2 3 4 5

Branch Number & Notes:

Date: 23/08/2021

COMPILED BY: G.Buck
W/E DATE (SUN): 22-08-21

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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RAPHAEL CONTRACTING
LIMITED

DAILY ALLOCATION SHEET

Date 16/8/2

CONTRACT

OPERATION

HOLIDAY

REF

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOT.
HOL

JOS. YETI.

TOTALS

TYPE OF MACHINE

48 1/2

HOLS - 9 / 5msbl - 30 (3) / H-APP - 3 1/2.

CARRSBL - 2 1/2 (1 1/2)

RAPHAEL CONTRACTING
LIMITED

DAILY ALLOCATION SHEET

Date 17/8/21

CONTRACT

OPERATION

COLLECT ASHFOR (KENT)

DEL TO LAWE END

LUNCH

TIDY UP H.O.

REF

5

3

1/2

2

10 1/2

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL
HOURS

JOE DYETT

5

3

1/2

2

10 1/2

10

TOTALS

9(1)

TYPE OF MACHINE

JMSB1

7(1)

HEAB1

2

18	8	21
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Der Samples To 54. canon

21

11

 $2\frac{1}{2}(1\frac{1}{2})$

Date 19 / 8 / 21

Date 20/8/21

33
17
P
↓
F

10 1/2

**TOTAL
HOURS:**

10 1/2

9 (1)

RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Mark Robinson w/c : 22/08/21				
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS					
			WOKI 02	CANN 01	HOXT 01	HEAD 01		
MONDAY	Head office CS VSW	Van to garage for tyre repair Issue Memo 16 to JMS & Formwise, issue RFI. Snagging issues, Formwise vanity top issue level 08	2	5			2	
TUESDAY	VSW HH (office) CS (Office)	Site visit, vanity top issues, snag doors Organise mock up room revisit Formwise urinal mock up issues, arrange formwise to site dim	6	2	1			
WEDNESDAY	Head office	Prep for internals					9	
THURSDAY	Head Office	Internals					9	
FRIDAY	Woking CS	Site Visit, deliver Salto lock, shadbolt intumescent. Site visit	6	3				
SATURDAY								
SUNDAY								
TOTAL HOURS			14	10	1		20	

 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: Monday 16/08/2021			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	Woking Site	Do time sheets Send Gradus email enquiry for Wall protection internal corners and double check quantities required including walking site to count up numbers requires Go through emails and respond as required	10				
TUESDAY	Woking Site	1/ Site survey door openings upper ground and ground floors for Selo door sets including transferring datums 2/ Walk around site with James showing him our work areas 3/ send drawings/details to SRM & Formwise for WC area 4/ discuss Selo door openings with Keith Weller & Steve Sainsbury and agree way forward re opening sizes	10				
WEDNESDAY	Head Office	Working with Simon on tenders for 65 Fleet Street		10			
THURSDAY		Day off / HOLS		10			
FRIDAY	Head Office	1/ Adjust Elites Ironmongery schedule for Woking and issue on 4p 2/ Send James take off and mark up drawings for Back of house protection package at Woking 3/ Teams meeting with SRM to discuss Selo door sets and S/O at Woking 4/ Check JMS Quote and site drawings for 65 Fleet Street 5/ Sort our Repton Gardens Samples with JMS and arrange delivery to site for Monday 23/08/21	3hrs	7hrs			
SATURDAY							
SUNDAY							
TOTAL HOURS			23	27			

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Jason Wray w/c : 16/08/2021		
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS			
			WOKI 02	WOKI 03		
MONDAY	Office	Agency & RCL Time sheets and paperwork etc	1.5			
	Office	Finishing off safety paperwork for SRM.	0.5			
	Hotel Reception L6 & L8	doing operatives lateral flow testing	0.5			
	Office	Supervising operatives working in the hotel	1.0			
	Basement to Level 05	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)		1.5		
	Office	Walking site checking availability of bump rails & counting corners req.		1.5		
TUESDAY	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)		1.0		
	Basement & Carpark	Supervising Carpenters fitting Basement Bump Rail & Carpark Door sets		0.5		
	Public Toilets	Checking progress to drylining & steel installation		0.5		
	Office	Booking deliveries		0.5		
	Office	Sorting & printing off snags for Level 08 French Polisher	1.0			
	Office	Going through previous instructed works with J.H.	1.0			
WEDNESDAY	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	2.0			
	Office	Daily Briefing meting	0.5			
	Hotel L6	Supervising operatives working in the hotel	1.0			
	Carpark & Basement	Walking Site with J.H		1.0		
	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)		2.0		
	Basement & Carpark	Supervising Carpenters fitting Basement Bump Rail & Carpark Door sets		1.0		
THURSDAY	Office	Tool Box Talk	0.5			
	Office	Sorting & printing off snags for Level 08 French Polisher	1.5			
	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	1.0			
	Office	Daily Briefing meting	0.5			
	Hotel L6	Supervising operatives working in the hotel	1.0			
	Office & all areas on site	H & S visit from Rachel	0.5	0.5		
	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)		1.0		
	Office	Booking in deliveries		0.5		
	Export House	Public Toilets Progress Meeting		1.5		
	Basement & Carpark	Supervising Carpenters fitting Basement Bump Rail & Carpark Door sets		1.0		
	Office	Tool Box Talk & doing operatives lateral flow testing	0.5			
	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	1.0			
	Office	Daily Briefing meting	0.5			
	Hotel L6	Supervising operatives working in the hotel	1.0			
	Office & L6	Go through snags and sign off on Fieldview	1.5			
	Hotel L9 to L20	Walking Hotel going through door issues with T.S & H.J of SRM		0.5		
	Office	Going through history of pod undercuts to doors for James.		1.0		
	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)		1.0		
	Tower Basement	Supervising operatives fitting bump rail		1.0		
	Red carpark	Supervising operatives fitting Door Frames		1.0		

FRIDAY	Office	Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02) Daily Briefing meeting Supervising operatives working in the hotel Go through snags and sign off on Fieldview Walking Hotel going through door issues with Carps Going through history of pod undercuts to doors for James. Booking in Induction Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03) Surveying Male Toilets Supervising operatives fitting bump rail Supervising operatives fitting Door Frames Unloading Shadbolt door delivery	1.0 0.5 1.0 0.5 0.5 0.5 0.5 1.0 1.0 1.0 1.0 1.0				
	Office						
	Hotel L6						
	Office & L6						
	Hotel L9 to L20						
	Office						
	Office						
	Office						
	Public Toilets						
	Tower Basement						
	Red carpark						
	Red carpark						
SATURDAY							
SUNDAY							
		TOTAL HOURS					