

TIME SHEET

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	B/H	B/H	07:30	14:00	12:00	17:00	12:00	17:00	17:00	13:00	17:00	/	/	/	/	
J. SMITH	B/H	B/H	/	/	09:30	17:00	/	/	/	/	/	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)																
A. KULSINKAS	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	
S. SINGH BURMI	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	/	/	/	/	/	/	
A. LIDZIUS	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	On Holiday from Mon
V. BALIULEVICIUS	B/H	B/H	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/	/	/	Thur at 2 Hedgeway Fri see MOB
K. O'MALLEY	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	
J. BASQUILLE	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	
A. STATTS	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	
B. RAMCHANDE	B/H	B/H	/	/	07:30	17:00	07:30	12:30	07:30	17:00	07:30	17:00	/	/	/	
E. AMANING	B/H	B/H	/	/	07:30	17:00	07:30	12:30	/	/	/	/	/	/	/	Cannon St on Fri
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
Pushpinder. SINGH	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	
Balbir. SINGH	B/H	B/H	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 - (SJM Polishers)																
V. VASTLEV	B/H	B/H	08:00	16:00	08:00	16:00	08:00	16:00	08:00	16:00	08:00	16:00	/	/	/	

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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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

Details for Week Ending (Date): **05/09/2021**

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	On Site Hours	Less Breaks											
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								
		B4HOLS																								
		NO ONE																								
		ON SITE																								

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: **06/09/2021**

Consultant:

Branch Number & Notes:

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	B/H	B/H	14:00	17:00	07:30	12:00	07:30	12:00	07:30	13:00	/	/	/	/
J. SMITH	B/H	B/H	07:30	17:00	07:30	09:30	07:30	17:00	07:30	17:00	/	/	/	/
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)														
B. RAMCHAND	B/H	B/H	07:30	17:00	/	/	12:30	17:00	/	/	/	/	/	/
E. AMANING	B/H	B/H	07:30	17:00	/	/	12:30	17:00	/	/	/	/	/	Cannon St on Fri
J. SWIFT	B/H	B/H	07:30	17:00	/	/	08:00	17:00	07:30	17:00	/	/	/	/
M. BYTAUTAS	B/H	B/H	/	/	/	/	/	/	/	/	/	/	/	Off all week ?
Hilton Hotel Working - WOKI 03 - (Formwise)														
P. JAWORSKI	/	/	/	/	/	/	07:30	14:30	09:30	15:00	/	/	/	/
R. GRIGATIS	/	/	/	/	/	/	07:30	14:30	09:30	15:00	/	/	/	/

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COMPILED BY: G.Buck
W/E DATE (SUN): 05-09-21

CONTRACT:
Knightsbridge

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RAPHAEL CONTRACTING LIMITED		DAILY ALLOCATION SHEET										Date <u>30/8/21</u>	
CONTRACT 		OPERATION	Bank Holiday										
		REF											
CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	Joe Dyer												
TOTALS													
TYPE OF MACHINE													

B/HOL-9 / Jmsol-27(2) / WOKIP2-6½
 HEAD01-2½

Date 31/8/21

Date 1/9/21

DAILY ALLOCATION SHEET

RAPHAEEL 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/c : 05/09/21		
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS			
			WOKI 02	CANN 01	HOXT 01	HEAD 01
MONDAY	Bank Holiday					
TUESDAY	Home CS CS	Start Progress Report Site visit to meet Formwise		3 6		
WEDNESDAY	Office CS	Upload Mass revised drawings, issue reception desk drawings to JMS, get JMS to revise Planter drawings, Issue locker approval to formwise, order to jms for Remdale lift over panel		9		
THURSDAY	VSW CS	Site Visit, Order mirrors. Office – review progress report with MOB and alter	7	2		
FRIDAY	CS HH	Site Visit, deliver samples, upload sample approvals, mock up urinal minutes Issue daywork sheet		8	1	
SATURDAY						
SUNDAY						
TOTAL HOURS						

 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 30/08/2021			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	BANK HOLIDAY	BANK HOLIDAY					
TUESDAY	Head Office	1/Checking woking variations for Shadbolt and BOH wall protection with Simon 2/ site report for woking 3/sort out woking Dolphin order 4/Repton Garden samples 5/ Emails & Times etc 6/ Woking door comparison schedule for ST	3	7			
WEDNESDAY	Head Office	1/Woking door comparison schedule with ST 2/ chase quotes for soap dispensers and FD90 door set for woking 3/	2	8			
THURSDAY	Woking Site	1/ walk around site to check progress, BOH wall protection /Public WC &Car Park door sets 2/ Supervision and paperwork woking, Formwise operatives in public WC area	10				
FRIDAY	Woking Site	1/ITP'S for woking 2/ Working on White Lion Street with Simon 3/ Site walk around Woking -Public WC & Car Park doors 4/ Do my monthly reports for Lords and woking 5/ Site supervision (RCL labour & Formwise)	7	3			
SATURDAY							
SUNDAY							

Rg RAPHAEL CONTRACTING LTD 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com Raphael House, 123 Roebuck Road Tel: 020 8391		SITE MANAGER ALLOCATION SHEET		Name: J. Way. w/c : 30/08/2021							
DAY		SITE/LOCATION		TASK		COST HEADINGS / HOURS					
						WOKI 02		WOKI 03		2 Hedgeway	
MONDAY		N/A – B/H		N/A – B/H							
TUESDAY		Office		Operatives lateral flow testing		0.5					
		Office		Agency & RCL Time sheets and paperwork etc		0.5		0.5			
		Office		Go through snags and printing off Levels Ground to 20		3.0					
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)		1.5					
		Office		Daily Briefing meeting (WOKI-02)		0.5					
		Office		Booking in deliveries and sorting out deliveries for Carpark				0.5			
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)				1.5			
		Office		Daily Briefing meeting (WOKI-03)				0.5			
		Red Carpark		Supervising operatives fitting bump rail				0.5			
		Basement		Toolbox Talk							
WEDNESDAY		Office		Going through snagging and signing off on Field View		0.5					
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)		2.0					
		Office		Daily Briefing meeting (WOKI-02)		1.5					
		Office		Safety Paperwork for SRM		0.5					
		Office		Measuring S/O for temporary door set D0121.02 for D.S				0.5			
		Red Carpark		Checking progress in Public Toilets				0.5			
		Public Toilets		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)				0.5			
		Export House		Public Toilets Progress Meeting				1.0			
		Office		Daily Briefing meeting (WOKI-03)				0.5			
		Tower Basement		Going through front door works with Vegas						1.5	
THURSDAY		2 Hedgeway, Guilford		Operatives lateral flow testing		0.5					
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)		1.5					
		Office		Daily Briefing meeting for the Hotel (WOKI 02)		0.5					
		Office		Go through snags and signing off on Field View		2.0					
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)				1.5			
		Public Toilets		Sorting out issues with room sizes with Formwise				0.5			
		Carpark		Daily Briefing meeting for the Carpark (WOKI 03)				0.5			
FRIDAY		Office		Booking in deliveries & Inductions				1.0			
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)		1.0					
		Office		Daily Briefing meeting for the Hotel (WOKI 02)		0.5					
		Office & L6		Go through snags and sign off on Fieldview		2.0					
		Office		Starting rev 02 Kick plate schedule		0.5					
		Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)				1.0			
		Public Toilets & Office		Surveying & sorting out issues with room sizes (IPS issues)				4.0			
		Red carpark		Daily Briefing meeting for the Carpark (WOKI 03)				0.5			
SATURDAY											
SUNDAY											
				TOTAL HOURS							