

COMPILED BY:
 J. WRAY

 W/E DATE (SUN):
 12.09.2021

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	
J. WRAY	07:30	13:00	07:30	14:00	07:30	13:00	07:30	13:00	07:30	13:00	/	/	/	/	*Wed - Seamus Funeral
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)															
A. KULINSKAS	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
S. SINGH BURMI	/	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
K. O'MALLEY	07:30	17:00	07:30	17:00	*See Note	07:30	17:00	07:30	07:30	17:00	/	/	/	/	*Wed - Seamus Funeral
J. BASQUILLE	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
A. STATTS	07:30	17:00	07:30	17:00	07:30	17:00	13:00	17:00	/	/	/	/	/	/	
B. RAMCHAND	13:00	17:00	07:30	17:00	07:30	17:00	13:00	17:00	14:00	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	/	/	/	/	change as per
Balbir. SINGH	/	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	which booked in
															for the B/Ms by mistake
Hilton Hotel Woking - WOKI 02 - (SJM Polishers)															
V. VASILEV	08:00	16:00	08:00	16:00	/	/	/	/	/	/	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (Formwise / Bluestone)															
G. MAXWELL	/	/	/	/	/	/	/	/	09:30	13:00	/	/	/	/	

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
4 3. Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - PAYE) 6														
J. WRAY	✓ 13:00	17:00	14:00	17:00	*See Note	13:00	17:00	13:00	17:00	13:00	17:00	07:30	14:00	/
J. SMITH	✓ 07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	HOL	HOL	/	/	/	*Wed - Seamus Funeral
4 Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)														
Hilton Hotel Woking - WOKI 03 - (Formwise)														
K. KULSINSKAS	✓ 07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/
J. SWIFT	✓ 10:00	17:00	08:00	17:00	07:30	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	13:00	5 /	/	/	/	07:30	5 13:00	07:30	14:00	6 /	/	/	/
A. STATTS	✓ /	/	/	/	/	/	07:30	5 13:00	07:30	17:00	9 /	/	/	/
Hilton Hotel Woking - WOKI 03 - (Astorbannerman)														
P. JAWORSKI	09:00	15:00	/	/	/	/	/	/	07:30	14:00	/	/	/	/
R. GRIGATIS	09:00	15:00	/	/	/	/	/	/	07:30	14:00	/	/	/	/
T. LUFF	/	/	/	/	08:00	14:00	/	/	/	/	/	/	/	/
A. BLANFORD	/	/	/	/	08:00	14:00	/	/	/	/	/	/	/	/

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 2 of 1
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COMPILED BY: G.Buck
W/E DATE (SUN): 12-09-21

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
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DAILY ALLOCATION SHEET

[illegible]

[illegible]

Date 10/9/21

OPERATION

How DAY

REF

TRADE

HOURS WORKED ON OPERATION

TOTAL HOURS

TOTALS

TYPE OF MACHINE.

Hals - 9.

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com Tel: 020 8391 <th colspan="2">SITE MANAGER ALLOCATION SHEET</th> <th colspan="5">Name: Kes Kulsinskas w/c : 06-09-21</th>			SITE MANAGER ALLOCATION SHEET		Name: Kes Kulsinskas w/c : 06-09-21				
DAY	LOCATION	TASK	COST HEADINGS / HOURS						
MONDAY	Woking Car park	Unloading delivery's (Rubber skirting)(Doors) 4Hrs Checking previously hung doors and datums. 5Hrs					9hrs		
TUESDAY	Woking Car park	Hanging doors core-3 Level 5 and 4 5hrs Survey vanity unit worktop sizes Baby Chg. 1,2&3 2Hrs Checking carpenters works in carpark. 2Hrs					9hrs		
WEDNESDAY	Woking Car park	Snagging level 11,10&9 all doors 2Hrs Dealing with Astor fixers who came to do firs fix in Changing places (Induction an showing works needs to be done) 2Hrs (Paper work ,dabs meetings ,emails 3Hrs Survey vanity unit worktop sizes ACC and baby feed 2Hrs					9hrs		
THURSDAY	Woking Car park	Dabs, paperwork 2Hrs. Machining and hanging doors core 1 L6,7,8 4Hrs Meeting with SRM manager going through works and quality checks 2Hrs					9hrs		
FRIDAY	Woking Car park	Survey baby feed vanity unit worktops 3Hrs Dabs meeting ,paperwork , planning Mondays works 3Hrs. Checking and going throw works with carpenters 3Hrs					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: 12/09/21			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI 02	CANN 01	HOXT 01	HEAD 01	
MONDAY	Office - CS	Issue JMS revised drawings, JMS procurement meeting, revise RCL programme		9			
TUESDAY	Site - CS	Programme meeting, alterations to Formwise glass panel, walk site with Bernie		9			
WEDNESDAY	Home – CS Funeral	Saper Glass update, emails to BAM Seamus		3		6	
THURSDAY	Home VSW Home CS	Chase up missing SI's, Internal's actions, review threshold details with JRH, chase up outstanding handles, monthly report. DG-42 issues with JMS, Internals action, monthly report, draft meeting minutes	3	6			
FRIDAY	Office – HH Office - CS Site - VSW	JMS start up meeting, chase up SI Chase up Ironmongery schedule approval, upload Mass alternative sample, Addendum to JMS for Dolphin soap dispensers Site visit, deliver pull handles.	3	3	3		
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 06/09/2021			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	HOLIDAY	HOLIDAY					
TUESDAY	HOLIDAY	HOLIDAY					
WEDNESDAY		Seamus Funeral					
THURSDAY	Head Office	1/Catch up on emails and respond 2/ Issue Formwise revised drawings on 4P for Woking 3/ Working with Simon on tenders -white lion street plus Repton Gardens 4/ Do a price comparison of door quotes for Simon		10			
FRIDAY		1/ Do programme for Repton Gardens 2/ Carry on with door comparison schedule for Simon 3/ Walk around Woking site to check on progress 4/ Check Kerb protection quote and check wall dimensions in basement area	5	5			
SATURDAY							
SUNDAY							
TOTAL HOURS							

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Chessington, Surrey KT9 1EU www.raphaelcontracting.com 9100 Tel: 020 8391		SITE MANAGER ALLOCATION SHEET		Name: Jason Wray. w/c : 06/09/2021			
DAY		SITE/LOCATION	TASK	COST HEADINGS / HOURS			
				WOKI 02	WOKI 03		
MONDAY	Office		Operatives lateral flow testing	0.5			
	Office		Agency & RCL Time sheets and paperwork etc	1.0	1.0		
	Office		Going through snagging and signing off on Field View	2.0			
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	1.0			
	Office		Daily Briefing meting (WOKI-02)	0.5			
TUESDAY	Office		Safety Paperwork for SRM	0.5	0.5		
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)	1.0	1.0		
	Red Carpark		Daily Briefing meting (WOKI-03)	0.5	0.5		
	Public Toilets		Supervising Formwise IPS Framework	1.0	1.0		
	Office		Toolbox Talk	0.5			
WEDNESDAY	Office		Update Kick Plate Schedule and send to 3V	2.5			
	Office		Going through snagging and signing off on Field View	1.5			
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	1.5			
	Office		Daily Briefing meting (WOKI-02)	0.5	1.5		
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)	0.5	0.5		
THURSDAY	Red Carpark		Daily Briefing meting (WOKI-03)	1.0	1.0		
	Public Toilets		Measuring up for Corian Tops				
	N/A		Seamus Funeral				
	Office		operatives lateral flow testing	0.5			
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	2.0			
FRIDAY	Office		Daily Briefing meting for the Hotel (WOKI 02)	0.5			
	Office		Go through snags and signing off on Field View	0.5			
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)	2.0	2.0		
	Office		Going through new drawings for wall protection	0.5	0.5		
	Public Toilets		Sorting out issues with vanity units with Kes & SRM	1.0	1.0		
SATURDAY	Office		Booking in deliveries & Inductions	1.0			
	Office		Toolbox Talk	0.5			
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-02)	1.5			
	Office & L6		Sorting out Formwise Stone mason	1.0			
	Office		Daily Briefing meting for the Hotel (WOKI 02)	0.5			
SUNDAY	Office		Go through snags with SRM and sign off on Fieldview	2.0			
	Public Toilets & Office		Marking up drawings with sizes for Corian tops		1.0		
	Office		Read / Reply to e-mails, phone calls & fill in allocation book (WOKI-03)		1.5		
	Office		Daily Briefing meeting for the Carpark (WOKI 03)		0.5		
	Office		Going through new drawings for wall protection & marking up changes		1.0		
			Writing the IT&P's for the Red Carpark		6.0		

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

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



Details for Week Ending (Date): **12/09/2021**

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		Average				
		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							1	2	3	4	5
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	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	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: <u>Jason Wray</u>	Name (in capitals): JASON WRAY
Position: Project Manager	Date: 13/09/2021

Consultant:

Branch Number & Notes: