

RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 21/9/21

CONTRACT

OPERATION

JMS Storage + Load Van

Der to Loads

Call H.O. JMS

Lunch

Der to Cannon St.

REF

3

2 1/2

2

1/2

2 1/2

10 1/2

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

Joe Syen

3

2 1/2

2

1/2

2 1/2

10 1/2

51 1/2

TOTALS

9 (1)

TYPE OF MACHINE

JMS01

5 1/2

CANN01

3 1/2 (1)

hours - 18 / JMS01 - 22 1/2 (3 1/2) 2 / CANN01 - 3 1/2 (1)

RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 22/9/21

CONTRACT

OPERATION

JMS - STORAGE

JMS - LOAD VAN

DEC TO CANNON ST.

LUNCH

DEC TO H.O.

DEC TO WORKING.

REF

2 1/2

1

3 1/2

1/2

2

1

10 1/2

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL HOURS

JOE DYE

2 1/2

1

3 1/2

1/2

2

1

10 1/2

TOTALS

10

9(1)

TYPE OF MACHINE

JMS01

9(1)



RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 23/9/21

CONTRACT

05.30 / 19.30

OPERATION

TAKE VAN TO COV 4 MOT

INS - load car

DEL SAMPLES TO P. HAUGH

DEL TO ASHTON KENT

LUNCH

RIN SAMPLES TO JMS

COLL VAN FROM COV

(failed - CORTESY VAN)

REF

2 1/2

1

2

2 1/2

1/2

3

2 1/2

14

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

JOE DYETT

2 1/2

1

2

2 1/2

1/2

3

2 1/2

14

TOTALS

13 1/2

9(2 1/2)2

TYPE OF MACHINE

5m801

9(2 1/2)2

**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
--	-------------------	------------------------	--	---------------------------------	-------------







**TIME SHEET**
**CONTRACT: VSW - Hilton Hotel (02) & Public WC's & Red carpark (03)**
**COMPILED BY: J. WRAY**  
**W/E DATE (SUN): 26.09.2021**

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 Working - WOKI 02 - (RCL - PAYE)															
J. WRAY	✓	07:30	13:00	07:30	11:00	07:30	10:30	09:30	17:00	HOL	HOL	/	/	/	
J. SMITH	✓	HOL	HOL	11:00	17:00	07:30	12:00	07:30	11:30	/	/	/	/	/	
Hilton Hotel Working - WOKI 02 - (RCL - CIS)															
K. KULSINSKAS	✓	/	/	07:30	12:00	07:30	12:30	07:30	12:30	07:30	12:30	/	/	/	On HOL next Wednesday
S. SINGH BURMI	✓	/	/	07:30	17:00	07:30	17:00	07:30	11:00	14:00	17:00	/	/	/	24.2.
K. O'MALLEY	✓	/	/	07:30	17:00	07:30	17:00	07:30	17:00	HOL	HOL	/	/	/	On HOL next Monday
J. BASQUILLE	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	College all week
E. AMANING	✓	12:00	17:00	12:00	17:00	12:00	17:00	08:30	17:00	07:30	17:00	/	/	/	On MON
J. SWIFT	✓	/	/	/	/	/	/	08:30	17:00	07:30	17:00	/	/	/	On MON
Hilton Hotel Working - WOKI 02 - (Formwise/Bluestone)															
A. VATA	/	/	/	/	/	/	12:30	15:30	/	/	/	/	/	/	

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




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 - Woking - WOKI 03 - (RCL - PAYE)														
J. WRAY	✓ 13:00	17:00	11:00	17:00	10:30	17:00	07:30	09:30	HOL	HOL	/	/	/	/
J. SMITH	✓ HOL	HOL	07:30	11:00	12:00	17:00	11:30	17:00	07:30	17:00	/	/	/	/
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)														
K. KULSINSKAS	✓ 07:30	17:00	12:00	17:00	12:30	17:00	12:30	17:00	12:30	17:00	/	/	/	/
B. RAMCHAND	✓ 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	/	/	/	/	11:00	17:00	07:30	14:00	/	/	/	20 L.
K. O'MALLEY	✓ 07:30	17:00	/	/	/	/	/	/	HOL	HOL	/	/	/	/
E. AMANING	✓ 07:30	12:00	/	/	/	/	/	/	/	/	/	/	/	/
J. SWIFT	✓ 07:30	17:00	07:30	17:00	07:30	17:00	07:30	08:30	/	/	/	/	/	/
M. BYTAUTAS	✓ /	/	/	/	/	/	07:30	17:00	07:30	17:00	/	/	/	/
Hilton Hotel Woking - WOKI 03 - (AGENCY - Apex Ltd)														
Pushpinder. SINGH	✓ /	/	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 03 - (Formwise)														
P. JAWORSKI	07:30	1500	07:30	1500	/	/	08:30	15:30	/	/	/	/	/	/
R. GRIGAITIS	07:30	1500	07:30	1500	/	/	07:30	1500	/	/	/	/	/	/
P. JAWORSKI	07:30	1500	/	/	/	/	/	/	/	/	/	/	/	/
J. KARDYL	07:30	1500	/	/	/	/	/	/	/	/	/	/	/	/

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



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

**apex**  
**RESOURCES**

Details for Week Ending (Date):

26/09/2021

	1	2	3	4	5
Poor					
Average					
Excellent					

[illegible]

**Consultant:**

Branch Number &amp; Notes:

Name (in capitals): **JASON WRAY**

Date: 27/09/2021



**RAPHAEL**  
CONTRACTING LTD  
Raphael House, 123 Roebuck Road Tel: 020 8391  
9100  
Chessington, Surrey KT9 1EU  
www.raphaelcontracting.com

**SITE MANAGER ALLOCATION  
SHEET**

**Name: Auris Kulsinskas**  
**w/c : 20/09/2021**

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS					
			CANN01					
MONDAY	25 Cannon Street	Morning Site Walk and jobs allocations, materials Order, weekly paperwork, toolbox talk.	9					
TUESDAY	25 Cannon Street	Morning Site Walk and jobs allocations, DB27, DB77 doors with frames delivery, Soup dispensers system to Level 1 pipe route inspection, marking unit locations.	9					
WEDNESDAY	25 Cannon Street	Morning Site Walk and jobs allocations, Metal framework delivery to site +inspection, Ironmongery delivery + inspection, Power Tools inspection.	9					
THURSDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Install door set DB77.Organise, book in delivery of doors for next week.	9					
FRIDAY	25 Cannon Street	Survey toilet ceiling heights before formwise could instal wall panels L1-L5. Inspect formwise fitted panels. Install door set DB27.	9					
SATURDAY								
SUNDAY								
TOTAL HOURS								



**RAPHAEL**  
CONTRACTING LTD

Raphael House, 123 Roebuck Road [Tel: 020 8391 9100](tel:02083919100)  
Chessington, Surrey KT9 1EU  
[www.raphaelcontracting.com](http://www.raphaelcontracting.com)

## SITE MANAGER ALLOCATION SHEET

**Name: Kes Kulsinskas**  
**w/c : 26-09-21**

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI02	WOKI03			
MONDAY	Working Car park & Hotel	Going through Snagging and works in hotel with carpenters. 4.5 Organising and checking carpenters works. 2hrs Weekly paperwork 1.5Hr Dabs meeting 1Hrs.	4.5Hrs	4.5Hrs			
TUESDAY	Working Car park & Hotel	Going through Snagging and works in hotel with carpenters. 4.5 Organising and checking works for carpenters in public wcs and car park area 2.5 Organising and checking formwork works 0.5Hrs Weekly paperwork 1Hr Dabs meeting 0.5Hrs.	4.5Hrs	4.5Hrs			
WEDNESDAY	Working Car park & Hotel	Going through Snagging and works in hotel and checking carpenters works. 4.5hrs Organising and checking carpenters works in car park and public wcs 2hrs Weekly paperwork 1Hr Dabs meeting 0.5Hrs.	4.5Hrs	4.5Hrs			
THURSDAY	Working Car park & Hotel	Going through Snagging and works in hotel with carpenters. 4.5 Organising and checking carpenters works public wcs and car park. 2.5hrs Weekly paperwork 1Hr Dabs meeting 0.5Hrs.	4.5Hrs	4.5Hrs			
FRIDAY	Working Car park & Hotel	Going through Snagging in hotel GF,L-1,L-6 4.5 Hrs Organising and checking carpenters works in car park and public wcs 2hrs Weekly paperwork 1Hr Dabs meeting 1Hrs	4.5Hrs	4.5Hrs			



## SITE MANAGER ALLOCATION SHEET

**Name: Mark Robinson**  
**w/e: 26/09/21**

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS					
			WOKI 02	CANN 01	HOXT 01	HEAD 01		
MONDAY	Office – CS Office - HH	Release Reception desk to JMS, Locker enquiry, print off latest BGV drawings, go to 3V office Start to look at Asite		7	2			
TUESDAY	Site – VSW Office - CS	Deliver mirror & toilet roll holders, walk site.  Issue Mass approved drawings, try to sort out trough finish, reply to Graham Ridge programme e-mail	5					
WEDNESDAY	Office – CS Office - VSW	Release joinery items to JMS, formwise IPS panel issues. Addendum to JMS, security costs with JRH & ST	2	7				
THURSDAY	Site – CS Site - VSW	Design meeting, meet Shadbolt about panel finish issues Meeting RCH for a lite ale	3	6				
FRIDAY	Office - CS	Addendum to Formwise, upload Saper drawings, release LED lights to JMS, progress report		9				
SATURDAY								
SUNDAY								
TOTAL HOURS								



**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: Monday 20/09/2021**

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	Head Office	1/ Do times 2/ Upload drawings onto 4P for BOH kerbs for Woking 3/ Update Woking schedules 4/ Repton Gardens tender with Simon 5/ Chase Dolphin for Woking products 6/ Chase Shadbolt for delivery dates for additional doors 7/ Check drawings for Woking WC female toilet and RCL site survey sizes to see why one set of IPS panels are made the wrong width 8/ Check Formwise WC drawings for Woking and see where the changing places IPS panels changed from 4 to 5 sets for James	6	4			
TUESDAY	Woking Site	1/ site walk around to all areas 2/ order soap dispensers 3/ update schedules 4/ progress report 5/ send information to James for valuation Working with Simon on Repton Garden Tender	10				
WEDNESDAY	Head Office			10			
THURSDAY	Head Office	1/ order architraves for Woking car park 2/ Do Woking programme for Richard 3/ Print off white box joinery drawings Hoxton hotel and compare new drawings against tender drawings with Simon		10			
FRIDAY	Woking Site	1/ Do stock take on BOH protection on site and take photos for Simon 2/ Walk around site to check on progress 3/ update Woking programme to show actual install dates for Richard 4/ Check allocation sheets to labour used on installation of car park joinery 5/ working on Space house tender for Simon checking sanitaryware schedule	5	5			
SATURDAY							
SUNDAY							
TOTAL HOURS							



**RAPHAEL**  
CONTRACTING LTD

Raphael House, 123 Roebuck Road Tel: 020 8391 9100  
Chessington, Surrey KT9 1EU  
www.raphaelcontracting.com

**SITE MANAGER ALLOCATION  
SHEET**

**Name: Slav Simonovic**  
**w/c : 20/09/21**

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS						
MONDAY									
TUESDAY	LORD'S	Install frame extensions to 3No. door sets. Install 5No. Mirrors and doorstops. Snagging	5 4						
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									
TOTAL HOURS			9						





**RAPHAEL**  
CONTRACTING LTD  
Raphael House, 123 Roebuck Road Tel: 020 8391  
9100  
Chessington, Surrey KT9 1EU  
[www.raphaelcontracting.com](http://www.raphaelcontracting.com)

## SITE MANAGER ALLOCATION SHEET

Name: *J. Wray*  
w/c : 20/09/2021

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI 02	WOKI 03			
MONDAY	Office	Operatives lateral flow testing	1.0	0.5			
	Office	Agency & RCL Time sheets and paperwork etc	2.0	1.0			
	Office	Read / Reply to e-mails, phone calls (WOKI-02)	0.5				
	Office	Daily Briefing meeting (WOKI-02)	1.0				
	Office	Going through additional Kick plates with Kes and Marking up drawings	0.5				
TUESDAY	Office	Handing over Keys to Jamie of SRM	0.5	0.5			
	Office	Safety Paperwork for SRM		2.0			
	Office	Read / Reply to e-mails, phone calls (WOKI-03)	1.5				
	Office	Daily Briefing meeting (WOKI-02)	0.5				
	Office	Going through additional Kick plates with carpenters	0.5				
WEDNESDAY	Office	Going through snags and signing off on Field View	0.5	0.5			
	Office	Sorting out Carpenters who were going to Leave	0.5	0.5			
	Office	Updating IT&P's for Carpark		0.5			
	Office	Sorting out Issues and writing Architrave schedule		2.5			
	Office	Read / Reply to e-mails, phone calls (WOKI-03)		1.5			
THURSDAY	Public Toilets & Office	Going through Formwork works and doing handover		1.0			
	Office	Toolbox Talk	0.5				
	Office	Read / Reply to e-mails, phone calls (WOKI-02)	1.0				
	Office	Daily Briefing meeting (WOKI-02)	0.5				
	Office	Going through snags and signing off on Field View	1.0	1.0			
FRIDAY	Office	Walking site checking progress		1.5			
	Office	Public Toilets Progress Meeting		0.5			
	Office	Booking deliveries		1.0			
	Office	Read / Reply to e-mails, phone calls (WOKI-03)		2.5			
	Office	Architrave scope meeting & update schedule & sketches	0.5	0.5			
SATURDAY	Office	Operatives lateral flow testing & Toolbox Talk	1.5				
	Office	Read / Reply to e-mails, phone calls (WOKI-02)	2.5				
	Office	Going Through SR's & Allocations with James Hayhoe	0.5				
	Office	Daily Briefing meeting for the Hotel (WOKI 02)	1.5				
	Office	Go through snags and signing off on Field View	1.0				
SUNDAY	Office	Placing orders and booking deliveries		1.5			
	Office	Read / Reply to e-mails, phone calls (WOKI-03)					
	HOLIDAY						
TOTAL HOURS							