

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)																
	✓	07:30	12:30	07:30	11:00	07:30	10:00	07:30	11:30	07:30	11:00	/	/	/	/	
J. WRAY	✓	/	/	07:30	11:30	/	/	/	/	/	/	/	/	/	/	
J. SMITH	✓	13:00	17:00	14:30	17:00	07:30	13:00	/	/	HOL	HOL	/	/	/	/	Wed - Fri @ Cannon St
J. BASQUILLE	✓	HOL	HOL	/	/	HOL	HOL	HOL	HOL	HOL	HOL	/	/	/	/	On Holiday next Monday
K. O'MALLEY	✓															
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)																
K. KULSINKAS	✓	/	/	09:30	17:00	HOL	HOL	07:30	12:00	07:30	09:30	/	/	/	/	Off Mon 14:00 to 17:00
S. SINGH BURMI	✓	13:00	17:00	07:30	17:00	07:30	13:00	/	/	/	/	/	/	/	/	18'
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
Pushpinder. SINGH	✓	/	/	09:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	WOKI 03 = £262.50
Balbir. SINGH	✓	/	/	09:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	WOKI 02 = £800.00
																£1062.50 each

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	12:30	17:00	11:00	17:00	10:00	17:00	11:30	17:00	11:00	17:00	/	/	/	/
J. SMITH	/	/	11:30	17:00	/	/	/	/	/	/	/	/	/	Wed - Fri @ Cannon St
J. BASQUILLE	07:30	13:00	07:30	14:30	13:00	17:00	07:30	17:00	HOL	HOL	/	/	/	On Holiday next Monday
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)														
K. KULSINSKAS	07:30	14:00	07:30	09:30	HOL	HOL	12:00	17:00	09:30	17:00	/	/	/	Off Mon 14:00 to 17:00
B. RAMCHAND	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/	/	/	Wed - Fri @ Cannon St
S. SINGH BURMI	07:30	13:00	/	/	13:00	17:00	07:30	17:00	07:30	17:00	/	/	/	27
J. SWIFT	/	/	/	/	/	/	/	/	/	/	/	/	/	Finished Up
M. BYTAUTAS	09:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	Mon AM @ Bond Street
Hilton Hotel Woking - WOKI 03 - (AGENCY - Apex Ltd)														
Pushpinder. SINGH	07:30	17:00	07:30	09:30	/	/	/	/	/	/	/	/	/	/
Balbir. SINGH	07:30	17:00	07:30	09:30	/	/	/	/	/	/	/	/	/	/
Hilton Hotel Woking - WOKI 03 - (Formwise)														
P. JAWORSKI	08:00	12:30	/	/	/	/	/	/	/	/	/	/	/	/
R. GRIGATIS	08:00	12:30	/	/	/	/	/	/	/	/	/	/	/	/

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COMPILED BY: A. Kulsinkas
W/E DATE (SUN): 03.10.21

TIME SHEET

CONTRACT: 25 Cannon Street

[illegible]

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TIME SHEET

[illegible]

Accounts Number:	Purchase Number 32757	Reporting To:	Auris Kulsinkas / Jason Wray
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apex
RESOURCES

03/10/2021

[illegible]

Position: **Project Manager**

DAILY ALLOCATION SHEET

30/9/21

OPERATION

[illegible]

DAILY ALLOCATION SHEET

Date

1/10/21

RAPHAEL CONTRACTING
LIMITED

CONTRACT

OPERATION

WHS Storage (frames)

Load VAN

LUNCH

Get frames H.O.

CHECK
No.

NAME

TRADE

HOURS WORKED ON OPERATION

REF

5 1 1/2 4

TOT
HOU

10 1/2

Joe Dyer

TOTALS

9(1)

TYPE OF MACHINE

5m801

9(1)

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Auris Kulsinskas w/c : 27/09/2021					
		COST HEADINGS / HOURS							
DAY	SITE/LOCATION	TASK	CANN01						
MONDAY	25 Cannon Street	Morning Site Walk and jobs allocation. Materials Order, Weekly paperwork.	9						
TUESDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Panels inspection with Bernie Feeney. Arrange doors, frames and panels for Level 2 delivery to site.	9						
WEDNESDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Doors, frames and panels delivery, inspection. Safety meeting with BAM.	9						
THURSDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Doors and ironmongery delivery and inspection. Marking locations for Ground Floor WC metal sink frames.	9						
FRIDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Delivery bookings. Handovers. Phone meeting with Dolphin (Tim Fleck) regarding soup dispenser system installation.	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: Kes Kulsinskas w/c : 27-09-21	
		COST HEADINGS / HOURS			
		WOKI02		WOKI03	

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: 03/10/21		
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS			
			WOKI 02	CANN 01	HOXT 01	HEAD 01
MONDAY	Office – CS	Meeting minutes & issue, download latest BGY drawings, release DG-02 & DG-03 to JMS for production.		6		
	Office - Hoxton	Download & print off drawings			3	
TUESDAY	Site - CS	Site visit, issue Mass sample, Mirror Box Sample		9		
WEDNESDAY	CS – General Lamps CS - office	Go over bespoke mirror light at General Lamps offices, Release planters, release DDA mirrors, release LED mirror lights to JMS		9		
THURSDAY	Site - CS	Site		9		
FRIDAY	Home – CS Home – VSW ½ day holiday	Meeting minutes, review general lamps drawing. Access control issue with Salto Handles		3.5 1		4.5
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 27/09/2021			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	Head Office	1/ Do times 2/ Repton Gardens tender Teams Meeting 3/ Do meeting minutes for teams meeting above 4/ cross check Hoxton drawings series 42 against 72 to see in joinery items shown match		10			
TUESDAY	Head Office	1/ Do comparison between White Box drawings series 42 & 72 to see any discrepancies 2/ Skirting take off for white box 3/ cross check sanitaryware schedules, new revision against tender version 4/Download Formwise drawings from 4P and sent to FW, update schedules accordingly 5/ Do weekly report for Woking		10			
WEDNESDAY	Head Office	1/ Do internal monthly report for my projects 2/ Woking with Simon on Mirrors for Woking, Skirting take off for White Box, Sanitary fittings for Space House 3/ Emails and schedule for woking and chase Shadbolt for delivery dates	10				
THURSDAY	Head Office & woking site	1/ do comparison between washroom washroom V Formwise for Simon 2/ Drive to Woking to deliver grab rails to Jason 3/ Order door thresholds for car park Woking 4/ Order ironmongery for FD90 door set from Elite for Woking 5/Space house sanitaryware mark ups for Simon	3	7			
FRIDAY	Woking Site	1/ walk around site to view site progress 2/ Space house sanitaryware quantities for Simon, including marking up floor plans 3/various emails for woking 4/ site measure wall protection and corner guards fitted in basement for inclusion in RCL letter re stock on site and hold ups claim	7	3			
SATURDAY							

Rg 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 : 27/09/2021		
DAY		SITE/LOCATION	TASK	COST HEADINGS / HOURS		
				WOKI 02	WOKI 03	
MONDAY	Office	Operatives lateral flow testing Agency & RCL Time sheets and paperwork etc Read / Reply to e-mails, phone calls (WOKI-02) Daily Briefing meeting (WOKI-02) Going through Time allocation for IT&Ps for MOB Safety Paperwork for SRM Updating Carpark IT&Ps from allocation book Doing Handovers for Formwise IPS Framework & Panels (Public Toilets) Read / Reply to e-mails, phone calls (WOKI-03)				
	Office		1.0	0.5		
	Office		1.5	1.0		
	Office		0.5			
	Office		1.0			
TUESDAY	Office	Toolbox Talk & Face Fit Testing of Operatives Read / Reply to e-mails & phone calls (WOKI-02) Daily Briefing meeting (WOKI-02) Going through snags and signing off on Field View Updating IT&Ps for Carpark Taking mastic photos & loading onto lap top & sending to SRM Daily Briefing meeting (WOKI-03) Read / Reply to e-mails & phone calls (WOKI-03)				
	Office		1.0	1.0		
	Office		0.5			
	Office		1.0			
	Carpark & Office		1.0	1.0		
WEDNESDAY	Office	Read / Reply to e-mails, phone calls (WOKI-02) Daily Briefing meeting (WOKI-02) Going through snags with Carps, Supervising and signing off on Field View Taking mastic photos & loading onto lap top & sending to SRM Public Toilets Progress Meeting Supervising Carpenters & snagging doors Daily Briefing meeting (WOKI-03) Read / Reply to e-mails, phone calls (WOKI-03)				
	Office		1.0			
	Hotel Office		0.5			
	Carpark & Office		1.0			
	Carpark		3.0	1.5		
THURSDAY	Office	operatives lateral flow testing & Toolbox Talk Read / Reply to e-mails, phone calls (WOKI-02) Daily Briefing meeting for the Hotel (WOKI 02) Go through snags and signing off on Field View Going through issues with Selo doors Placing orders Updating IT&Ps for carpark Read / Reply to e-mails, phone calls (WOKI-03) Daily Briefing meeting (WOKI-03)				
	Office		0.5	0.5		
	Office		1.5			
	Office & Hotel		0.5			
	Carpark		1.5	1.5		
FRIDAY	Office	Read / Reply to e-mails, phone calls (WOKI-02) Daily Briefing meeting for the Hotel (WOKI 02) Go through snags and signing off on Field View Safety Paperwork for SRM Walking site checking progress Updating IT&Ps for carpark Read / Reply to e-mails, phone calls (WOKI-03) Booking deliveries Daily Briefing meeting (WOKI-03) Marking up drawings of bump rail already fitted in basement				
	Office		1.5	0.5		
	Office & Hotel		0.5			
	Office		1.0			
	Carpark & Public Toilets		0.5	0.5		
SATURDAY	Office					
	Office		0.5	1.5		
	Office		1.5	1.0		
	Office		1.5	1.5		
	Office		0.5	0.5		

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