



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

**SITE MANAGER ALLOCATION
SHEET**

Name: G.Buck
w/c : 18/10/2021

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR02	KNIG01	HOLS		
MONDAY		HOLIDAY			9 HRS		
TUESDAY	MOORFIELDS	SELO DELIVERY	9HRS				
WEDNESDAY	KNIGHTSBRIDGE	DAYWORK / RETURN VISIT TO OFFICE RCEPTION CEILING PANELS		9 HRS			
THURSDAY	KNIGHTSBRIDGE	DAYWORK / RETURN VISIT TO OFFICE RCEPTION CEILING PANELS		9HRS			
FRIDAY	MOORFIELDS	SELO DELIVERY	9HRS				
SATURDAY							
SUNDAY							
TOTAL HOURS			18	18	9		



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SITE MANAGER ALLOCATION SHEET

Name: Auris Kulsinskaskas
w/c : 18/10/2021

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS					
			CANN01					
MONDAY	25 CANNON STREET	MORNING SITE WALK AND JOBS ALLOCATIONS, MATERIALS ORDER, WEEKLY PAPERWORK. SITE WALK WITH BERNIE (BAM) REGARDS INSTRUCTION TO CUT OPENINGS IN WALLS FOR WATER TAPS.	9					
TUESDAY	25 CANNON STREET	MORNING SITE WALK AND JOBS ALLOCATIONS. CUT OPENINGS FOR WATER TAPS LEVEL 1. TOOLBOX TALK. DELIVERIES.	9					
WEDNESDAY	25 CANNON STREET	MORNING SITE WALK AND JOBS ALLOCATIONS. CHECK MOISTURE HUMIDITY AND TEMPERATURE IN THE BUILDING. INSPECT MASS CONCRETE WORKS. LEVEL 1.	9					
THURSDAY	25 CANNON STREET	MORNING SITE WALK AND JOBS ALLOCATIONS. MEETING WITH ARCHITECT AND DOLPHIN REGARDING SOAP DISPENSERS SYSTEM. MARK UP PANELS LOCATIONS TO LEVEL 4 CORRIDOR. JMS DELIVERY – SUPERVISING.	9					
FRIDAY	25 CANNON STREET	MASS CONCRETE DELIVERY GUIDANCE. MAKE CHANGES TO SMOKE SHAFT DOOR- SOLUTION TO OPEN TO LEFT SIDE. HANDOVER LEVEL 1, 2 CONCRETE WORKTOP WITH SINKS. SAMPLE INSTALL UNDER SINK UNIT TO LEVEL 1 FEMALE WC CARPENTERS JOBS ALLOCATION.	9					
SATURDAY								
SUNDAY								
TOTAL HOURS			45					



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SITE MANAGER ALLOCATION SHEET

Name: Kes Kulsinskas
w/c : 18-10-21

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI02	WOKI03			
MONDAY	Working Car park & Hotel	Going through Snagging and works in hotel with carpenters, adjusting acoustic and showing how and where to fix clock room counter top 3Hrs(Hotel) Organising for carpenters works and checking they works 5hrs Weekly paperwork 1Hr(Car park)	3Hrs	6Hrs			
TUESDAY	Working Car park & Hotel	Showing carpenter how to fix clock room counter 1Hrs (Hotel) Checking moisture readings on site L-1 to L-11 with JW. 4.5hrs Organising and checking carpenters works 1.5Hrs Weekly paperwork 1Hr Dabs meeting 1 Hrs .	1Hrs	8Hrs			
WEDNESDAY	Working Car park & Hotel	Going through Snagging with carpenter on site and office 6Hrs Paperwork . 2Hrs Dabs meeting 1Hrs	6Hrs	3Hrs			
THURSDAY	Working Car park & Hotel	Going through Snagging with carpenter on site and office 2Hrs + Going through recessed skirting detail lift lobby's 2hrs (Hotel) Organising and checking carpenters works 3Hrs Weekly paperwork and DABS 2	4Hrs	5Hrs			
FRIDAY	Working Car park & Hotel	Going through works in hotel with carpenters Removing transom bars and fitting recessed skirting lift lobby's 4hrs (Hotel) Organising and checking carpenters works in car park and public wcs 2hrs(Car park)	4Hrs	2Hrs			
SATURDAY							
SUNDAY							
TOTAL HOURS			18	24			



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SITE MANAGER ALLOCATION SHEET

Name: Mark Robinson
w/e: 24/10/21

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI 02	CANN 01	HOXT 01	HEAD 01	
MONDAY	CS - Site	Mass to start on site, issue RFI for roof cladding		9			
TUESDAY	HH - Office CS - Office VSW - Office	RCL update meeting Enquiry to Dolphin for Bins, Soap Dispensers, Paper Towel Update As Built drawings	2	5	2		
WEDNESDAY	CS - Site HH - Office	Soap dispenser design meeting minutes, check on Mass installation. Meeting at H/O with MOB & RCH Meeting with MOB, RCH, ST		6 3	3-		
THURSDAY	CS - Site	Mass Issues with Troughs		9			
FRIDAY	CS - Site	Revise Programme, Mass Issues, Formwise EOT Column issues		9			
SATURDAY							
SUNDAY							
TOTAL HOURS			2	38	5		



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**SITE MANAGER ALLOCATION
SHEET**

Name: D Sanders
w/c: Monday 18/10/2021

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	Head Office	1/ Working on Space House tender addendum drawings marking up the changes for Simon 2/ Update Woking RCL programme 3/ Space house Fields quote		10			
TUESDAY	Head Office	1/working on Aldersgate tender with Simon, also add ironmongery set to RCL door schedule 2/Send JMS full mirror details and sizes for woking public WC	2	8			
WEDNESDAY	Head Office	1/ working on Woking printing off paperwork for Simon 2/ addendum order for replacement panel for St Pauls school 3/ go through emails and answer 4/ update schedule for Woking 5/Total up skirting quantities for Aldersgate tender 6/ update and issue progress report 007 for Woking	3	7			
THURSDAY	1 st Aid course			10			
FRIDAY	1 st Aid course			10			
SATURDAY							
SUNDAY							
TOTAL HOURS			5	45			



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SITE MANAGER ALLOCATION SHEET

Name: *Jason Vear*
w/c : 18/10/2021

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI 02	WOKI 03			
MONDAY	Office Office Office Public Toilets Carpark 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) Marking out & measuring for mirrors above trough sinks for JMS & Checking panels Walking through carpark checking quality & progress & updating IT&P's Read / Reply to e-mails, phone calls (WOKI-03) Read / Reply to e-mails & phone calls (WOKI-02) Daily Briefing meeting (WOKI-02) Writing a Moisture content schedule Taking moisture readings of all joinery Levels 01 to 11 Read / Reply to e-mails & phone calls (WOKI-03)	1.0 1.5 0.5	0.5 1.0			
TUESDAY	Office Office Office Carpark Office	Toolbox Talk Read / Reply to e-mails, phone calls (WOKI-02) Go through snags with carpenter & Kes, printing and signing off on Field View Daily Briefing meeting (WOKI-02) Filling in data for moisture content schedule for the carpark Public Toilets Progress Meeting Photos & Handing over Vanity Units Read / Reply to e-mails, phone calls (WOKI-03)	1.5 1.5 0.5	0.5 1.0 5.0 1.5			
WEDNESDAY	Office Office Office Office Export House Public Toilets & Office Office	Toolbox Talk operatives lateral flow testing Read / Reply to e-mails, phone calls (WOKI-03) Taking moisture readings of all joinery Levels Ground & Upper Ground Read / Reply to e-mails, phone calls (WOKI-02) Lunch meeting with Apex Go through snags and signing off on Field View Read / Reply to e-mails, phone calls (WOKI-02) Go through snags and sign off on Field View Supervise carpenters working on D/W doing skirting & removing transoms Taking photos of 16 cloakroom and send to phil from woodwood group Daily Briefing meeting (WOKI-02) Safety/ Paperwork for SRM Filling in data and issuing moisture content readings Updating IT&P's for carpark Daily Briefing meeting (WOKI-03) Read / Reply to e-mails, phone calls (WOKI-03)	1.5 0.5 1.0 4.0 0.5	0.5 0.5 1.0 1.5 1.5			
THURSDAY	Office Office Office Office Off site Office	Toolbox Talk operatives lateral flow testing Read / Reply to e-mails, phone calls (WOKI-03) Taking moisture readings of all joinery Levels Ground & Upper Ground Read / Reply to e-mails, phone calls (WOKI-02) Lunch meeting with Apex Go through snags and signing off on Field View Read / Reply to e-mails, phone calls (WOKI-02) Go through snags and sign off on Field View Supervise carpenters working on D/W doing skirting & removing transoms Taking photos of 16 cloakroom and send to phil from woodwood group Daily Briefing meeting (WOKI-02) Safety/ Paperwork for SRM Filling in data and issuing moisture content readings Updating IT&P's for carpark Daily Briefing meeting (WOKI-03) Read / Reply to e-mails, phone calls (WOKI-03)	1.5 0.5 1.0 4.0 0.5	0.5 0.5 1.0 1.5 1.5			
FRIDAY	Office Office Hotel Hotel Office Office Office Office Office Carpark Office	Go through snags and sign off on Field View Supervise carpenters working on D/W doing skirting & removing transoms Taking photos of 16 cloakroom and send to phil from woodwood group Daily Briefing meeting (WOKI-02) Safety/ Paperwork for SRM Filling in data and issuing moisture content readings Updating IT&P's for carpark Daily Briefing meeting (WOKI-03) Read / Reply to e-mails, phone calls (WOKI-03)	1.5 0.5 1.0 0.5 0.5 0.5	0.5 1.0 1.0 0.5 1.0 1.5			
SATURDAY							
SUNDAY							
TOTAL HOURS			18	27			

REF: WOKI 02 &
WOKI 03

TIME SHEET

CONTRACT: VSW - Hilton Hotel (02) & Public WC's & Red carpark (03)

COMPILED BY:
J. WRAY
W/E DATE (SUN):
24.10.2021

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS	
	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	✓	10:30	17:00	09:00	17:00	11:30	17:00	07:30	11:30	12:30	17:00	/	/	/	/	
J. BASQUILLE	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	College all week
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)																
K. KULSINSKAS	✓	10:30	17:00	08:30	17:00	07:30	11:00	07:30	13:00	07:30	09:30	/	/	/	/	Off Friday Afternoon
S. SINGH BURMI	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	10:00	/	/	/	/	381
M. BYTAUTAS	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	OFF SICK ALL WEEK
Red Carpark & Public Toilets - Working - WOKI 03 - (AGENCY - Apex Ltd)																
Pushpinder. SINGH		07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	10:00	/	/	/	/	
											25					

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

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	10:30	07:30	09:00	07:30	11:30	11:30	17:00	07:30	12:30	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)															
K. KULSINSKAS	✓ 07:30	10:30	07:30	08:30	11:00	17:00	13:00	17:00	09:30	13:00	/	/	/	/	Off Friday Afternoon
B. RAMCHANDE	✓ 07:30	17:00	/	/	/	/	/	/	/	/	/	/	/	/	
S. SINGH BURMI	/	/	/	/	/	/	/	/	10:00	17:00	/	/	/	/	62.
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)															
Pushpinder. SINGH	/	/	/	/	/	/	/	/	10:00	17:00	/	/	/	/	
Balbir. SINGH	✓ 07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	

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	

COMPILED BY: A. Kulsinskas
W/E DATE(SUN): 24.10.21

25 Cannon Street

[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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COMPILED BY: G.Buck
W/E DATE (SUN): 24-10-21

TIME SHEET

CONTRACT:
Knightsbridge

[illegible]

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Date 18/10/21

CONTRACT

[illegible]

100

9 (1/2)	5mspl
9 (1/2)	9 (1/2)

$$n(s, s)$$

ms

Knicol. (eq) - 6.
 Knicol (pf) - 1
 Hcaol - $\frac{1}{2}$ (1)
 Moolol - 1
 Knicol - $\frac{1}{2}$
 Camol - $\frac{1}{2}$ (2)
 Jmsol - $\frac{1}{2}$ (4) 2

CONTRACT		OPERATION		REF	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS	
				3 1/2		3 1/2	3 1/2	1 1/2	2 1/2								10
		LABOR JMS		3 1/2		3 1/2	3 1/2	1 1/2	2 1/2								10
		DET + COAL H.O.		3 1/2		3 1/2	3 1/2	1 1/2	2 1/2								10
		LUNCH		1 1/2		1 1/2	1 1/2	1 1/2	1 1/2								10
		DET CANNON ST.		2 1/2		2 1/2	2 1/2	2 1/2	2 1/2								10
																	</

Date 20/10/21

OPERATION

TRADE

NAME

CHECK
No.

For Dye.

Der Knechtsberg
der Knechts.
Der Knechtsberg H.O.

3	2	2		
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knice 1.				
knice 1.				

TOTALS

TYPE OF MACHINE

KNIGHT

LN1401 (5g)

9

3.

6

21/10/21

CONTRACT

[illegible]

DAILY ALLOCATION SHEET

22/10/21

OPERATION

[illegible]