

 RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: P Haugh w/c : 04/10/21			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR02	KNIG01	Office		
MONDAY	21M	Full reviews / Schedule/drawings issues	9				
TUESDAY	21M	General calls / emails etc					
		SB drawing review, sample issues	9				
		General calls / emails etc					
WEDNESDAY	21M	Site visit / SRM review of start-up meeting Samples / 1 st Selo delivery	9				
THURSDAY	21M KNI	General calls / emails etc					
		Issues with SB & wall details /specs Additional works	7	2			
FRIDAY	21M	General calls / emails etc					
		As above	9				
		General calls / emails etc					
TOTAL HOURS			43	2			

 RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: P Haugh w/c : 11/10/21			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR02	KNIG01	Office		
MONDAY	21M	Teams Design meeting with SB ASSA drawing returns General calls / emails etc	9				
TUESDAY	21M	Teams meeting with to run over SB post issues General calls / emails etc	9				
WEDNESDAY	21M	Site Progress / design meeting SB issues FRS updates -drwg issue General calls / emails etc	9				
THURSDAY	21M KNI	Teams meeting on SB issues Additional works to ceilings General calls / emails etc	8	1			
FRIDAY	21M KNI	General issues for all project updates Review additional works- damage General calls / emails etc	8	1			
TOTAL HOURS			43	2			

 RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: P Haugh w/c : 18/10/21			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR02	KNIG01	Office		
MONDAY	21M KNI	ASSA drawing P02 issue review SRM teams meet on SB / wall issues Additional works/orders General calls / emails etc	6	3			
TUESDAY	21M	ASSA drawing P02 reissued and onto 4P General calls / emails etc	9				
WEDNESDAY	HO KNI	Internals Chasing info/materials etc General calls / emails etc Reviewing programme	4	5			
THURSDAY	21M	General calls / emails etc Reviewing programme ASSA drawings	9				
FRIDAY	21M	General calls / emails etc					
TOTAL HOURS			37	8			

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: P Haugh w/c : 25/10/21			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR02	KNIG01	Office		
MONDAY		HOLIDAY General calls / emails etc		3			
TUESDAY		HOLIDAY					
WEDNESDAY		HOLIDAY					
THURSDAY		HOLIDAY					
FRIDAY		HOLIDAY					
		TOTAL HOURS					

REF: **WOKI 02 &
WOKI 03**

COMPILED BY:
J. WRAY

TIME SHEET

W/E DATE (SUN):
31.10.2021

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	
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - PAYE)															
J. WRAY	HOL		11:30	17:00	10:00	17:00	12:00	17:00	12:00	17:00	/	/	/	/	
J. BASQUILLE	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - CIS)															
K. KULSTINSKAS	09:30	17:00	09:30	17:00	07:30	12:30	12:00	17:00	/	/	/	/	/	/	Friday @ Sebastian St
S. SINGH BURMI	07:30	17:00	07:30	17:00	07:30	11:30	14:00	17:00	07:30	17:00	/	/	/	/	
M. BYTAUTAS	/	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
B. RAMCHANDE	HEAD	HEAD	HEAD	HEAD	HEAD	HEAD	HEAD	HEAD	07:30	17:00	/	/	/	/	Mon to Thur @ H/O
Red Carpark & Public Toilets - Working - WOKI 03 - (AGENCY - Apex Ltd)															
Pushpinder. SINGH	07:30	10:00	07:30	17:00	07:30	11:30	14:00	17:00	15:00	17:00	/	/	/	/	FINISHED UP
Balbir. SINGH	07:30	10:00	/	/	/	/	/	/	/	/	/	/	/	/	FINISHED UP
		22													

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	HOL	HOL	07:30	11:30	07:30	10:00	07:30	12:00	07:30	12:00	/	/	/	/	
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)																
✓	K. KULSINSKAS	07:30	09:30	07:30	09:30	12:30	17:00	07:30	12:00	/	/	/	/	/	/	Friday @ Sebastian St
✓	S. SINGH BURMI	/	/	/	/	11:30	17:00	07:30	14:00	/	/	/	/	/	/	11
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
	Pushpinder. SINGH	10:00	17:00	/	/	11:30	17:00	07:30	14:00	07:30	15:00	/	/	/	/	FINISHED UP
	Balbir. SINGH	10:00	17:00	07:30	17:00	07:30	14:00	07:30	17:00	/	/	/	/	/	/	FINISHED UP
		6		8 ⁵ ₂		6		8 ⁵ ₂								

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	

TIME SHEET

CONTRACT: 25 Cannon Street

[illegible]

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

COMPILED BY: G.Buck
W/E DATE (SUN): 31-10-21

CONTRACT:
Knightsbridge

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
G.Buck			7:30	17:00	HOL	HOL	7:30	17:00	7:30	17:00	7:30	17:00			Moorfields
K.Omalley		HOLS					7:30	17:00	7:30	17:00	7:30	17:00			Moorfields
J.Smith			7:30	17:00			7:30	17:00							Moorfields
A.Lizius			7:30	17:00											Moorfields
V.Balieuvevicius			7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					Moorfields / Office
G.Buck	7:30	17:00													Knightsbridge
V.Balieuvevicius	7:30	17:00													Knightsbridge
E.Amarung	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	08:30	13:00	

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
--	-------------------	---------------------	-----	--	---------------------------------	-------------

RAPHAEEL 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 : 25/10/2021				
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS					
			M06062	KN	CE			
MONDAY	KNIGHTSBRIDGE	DAYWORK / RETURN VISIT TO OFFICE RCEPTION CEILING PANELS	9HRS →					
TUESDAY	MOORFIELDS	SELO DELIVERY	9HRS					
WEDNESDAY		HOLIDAY						
THURSDAY	MOORFIELDS	SELO DELIVERY	9HRS					
FRIDAY	MOORFIELDS	KICK PLATE SCHEDULE	9HRS					
SATURDAY								
SUNDAY								
TOTAL HOURS			36					

R G L RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com <th colspan="2">SITE MANAGER ALLOCATION SHEET</th> <th colspan="2">Name: Auris Kulsinskas w/c : 25/10/2021</th>		SITE MANAGER ALLOCATION SHEET		Name: Auris Kulsinskas w/c : 25/10/2021					
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS						
			CANN01						
MONDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Weekly Paperwork. Mass Concrete sinks to Level 2 inspection	9						
TUESDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Mass Concrete sinks to Level 3 inspection. Check, record moisture humidity and temperature in different building areas.	9						
WEDNESDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Toolbox Talk Handover Level 3 Female/ Male WC Though	9						
THURSDAY	25 Cannon Street	Morning Site Walk and jobs allocations. Qualitative Fit Tests (4) Dolphin delivery to site. Handover Level 1 Female WC cubicles	9						
FRIDAY	25 Cannon Street	Planters area concrete floor survey. Carpenters jobs allocation. Handover Level 2 Female WC cubicles. Book in deliveries for Formwise.	9						
SATURDAY									
SUNDAY									
TOTAL HOURS									

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Cheshington, Surrey KT9 1EU 9100 www.raphaelcontracting.com Tel: 020 8391		SITE MANAGER ALLOCATION SHEET		Name: Kes Kulsinskas w/c : 25-10-21		
DAY		SITE/LOCATION	TASK	COST HEADINGS / HOURS		
MONDAY		Woking Car park & Hotel	Going through Snagging and works in hotel with carpenters 2Hrs(Hotel) Organising for carpenters works and checking they works (architraves and hanging doors) 5Hrs Weekly paperwork/DABS 2Hr(Car park)	WOKI02 2Hrs	WOKI03 2Hrs	SESAD1
TUESDAY		Woking Car park & Hotel	Going through Snagging and works in hotel with carpenters 2Hrs(Hotel) Going trough works in office and on site with J.W 3hrs, Organising works and helping carpenters on site 2Hrs Weekly paperwork 1Hr Dabs meeting 1 Hrs .	2Hrs	7Hrs	
WEDNESDAY		Woking Car park & Hotel	Going though Snagging with carpenter on site and office 4Hrs Organising works and helping carpenters on site 2Hrs Paperwork . 2Hrs Dabs meeting 1Hrs	4Hrs	5Hrs	
THURSDAY		Woking Car park & Hotel	Going though Snagging with carpenter on site and office 4Hrs Organising and checking carpenters works 3Hrs Weekly paperwork and DABS 2	4Hrs	5Hrs	
FRIDAY		Sebastian street	SBS Final walkabout snagging Snagging doors catching or non-latching T128, T130, T133, T135, 246, T247, TG39		9Hrs	
SATURDAY						
SUNDAY						
TOTAL HOURS						

RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET		Name: Mark Robinson w/e: 31/10/21	
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS			
			WOKI 02	CANN 01	HOXT 01	HEAD 01
MONDAY	Site – VSW Office - CS	Site Visit Upload JMS EOT Mirror Drawing, review Formwise movable locker drawing	4.5	4.5		
TUESDAY	Site – CS W03	Formwise male cubicle issues, Planter structural calcs issue, Dolphin bin, paper towel, soap dispenser order Reply to McLaren snagging/defect list		8		1
WEDNESDAY	Site – CS	Formwise visit regarding current issues, chase up Dolphin.		8		
THURSDAY	Site - HH	Issue ironmongery RFI, calls to McL			1	
	Site - CS	Skirting take off and order, notes from Formwise site visit, trying to survey concrete for planter calculations		9		
FRIDAY	Site – CS	Progress report, structural engineers calculation review and issue, formwise issues, Mass site visit.		8		
	Site - HH	Chase RFI, speak with McLaren about door frames			1	
SATURDAY						
SUNDAY						
TOTAL HOURS			4.5	37.5	2	1

 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 25/10/2021			
DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI03	HEAD01	BOND02	LORD02	
MONDAY	Head Office	1/ Working on Aldersgate tender with Simon 2/ Working on White box Hoxton with Simon 3/ Printing off all new addendum drawings/specs& schedules for Space House		10			
TUESDAY	Head Office	1/ Working on Space tender addendum with Simon		10			
WEDNESDAY	Head Office	1/ Working on Space House tender addendum with Simon		10			
THURSDAY	Head Office	1/ Checking Shadbolt's quote for 21 Moorfields doors for Simon 2/ Checking Selo's quote for 21 Moorfields doors for Simon 3/ upload JMS revised drawing for Woking WC onto 4P for final approval	1	9			
FRIDAY	Woking Site	1/Walk around site to check on progress 2/ ITP'S with Jason car park door sets 3/ monthly and weekly progress reports 4/ check and reply emails	10				
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: Jason Wray w/c: 25/10/2021							
DAY		SITE/LOCATION		TASK		COST HEADINGS / HOURS					
						WOKI 02		WOKI 03			
MONDAY		HOLS		HOLS							
TUESDAY		Office Office Office Public Toilets & Office Office Office		Operatives lateral flow testing Read / Reply to e-mails & phone calls (WOKI-03) Taking dims & updating JMS drawings for As Builts Agency & RCL Time sheets and paperwork etc Go through snags and signing off on Field View Read / Reply to e-mails & phone calls (WOKI-02)		1.0 0.5 2.0		0.5 2.0 2.0 1.0			
WEDNESDAY		Office Office Red Carpark & Office Export House Hotel & Green Carpark Export House Office		Toolbox Talk Read / Reply to e-mails, phone calls (WOKI-03) Checking Ground & Upper Ground Progress & updating IT&P's Public Toilets Progress Meeting Meeting with SRM to go through additional mag locks Daily Briefing meeting (WOKI-02) Read / Reply to e-mails, phone calls (WOKI-02)		0.5 1.5		0.5 1.5 2.5 1.5 1.0			
THURSDAY		Office Office Office Red Carpark & Public Toilets Office Office Office Hotel & Office		Toolbox Talk operatives lateral flow testing Read / Reply to e-mails, phone calls (WOKI-03) Walking site checking progress & quality Read / Reply to e-mails, phone calls (WOKI-02) Sorting out old paperwork and filling Daily Briefing meeting (WOKI-02) Go through snags and signing off on Field View		2.0 1.0 0.5 0.5		0.5 0.5 2.0 2.0			
FRIDAY		Office Office & Hotel Hotel Office Office Office & Carpark Carpark Carpark Office		Read / Reply to e-mails, phone calls (WOKI-02) Go through new snags with Kieran and sign off completed snags on Field View Supervise carpenter working on D/W doing skirting to Ground Floor Daily Briefing meeting (WOKI-02) Safety Paperwork for SRM Checking all door sets on Ground & U/Ground and Updating IT&Ps for carpark Daily Briefing meeting (WOKI-03) Supervise carpenters working on Ground & U/Ground Floors Read / Reply to e-mails, phone calls (WOKI-03)		1.0 1.0 1.0 0.5 0.5		0.5 2.0 0.5 1.0 1.0			
SATURDAY											
SUNDAY											
				TOTAL HOURS							

1141

Hilton Hotel

Hilton Hotel

Hilton Hotel

Reporting To:

Purchase Number 32757

Kes Kulsinskas / Jason Wray

Details for Week Ending (Date):

31/10/2021

TimeSheets to be received by Tuesday 11:00AM. - F: 01923 200 112, Email: [please use the button below.](#)

[illegible]

We confirm that the work has been carried out 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.

Consultant:

Branch Number & Notes:

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

Signature: Iason Vraha

Date: 01/11/2021

Position: Project Manager