



RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 30/11/21

CONTRACT

OPERATION

UNLOAD - LOAD JWS.  
Dec + CONT (CONTIN-  
NOTTS)  
Lunch  
LOAD VAN JWS.  
SAMPLES TO P. HAUGH  
Dec TO MOB.

REF

2 4 1/2 1/2 2 1/2 1 10 1/2

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

JOE JYETI

2 4 1/2 1/2 2 1/2 1 10 1/2

gms

10

TOTALS

9(1)

TYPE OF MACHINE

Jmsel

9(1)





RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 3/12/21

CONTRACT

OPERATION

~~HOLIDAY~~

REF

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

TOTALS

TYPE OF MACHINE

REF: **WOKI 02 &  
WOKI 03**

COMPILED BY:  
**J. WRAY**

W/E DATE (SUN):  
**05.12.2021**

27.11.21

**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 |     |   |                  |
| Red Carpark & Public Toilets - Working - WOKI 03 - (RCL - PAYE) |   |       |       |       |       |       |       |       |       |       |       |     |     |     |   |                  |
| J. WRAY                                                         | ✓ | 12:30 | 17:00 | 12:00 | 17:00 | 09:30 | 17:00 | 12:00 | 17:00 | /     | /     | /   | /   | /   | / |                  |
| J. BASQUILLE                                                    | ✓ | 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. KULSINSKAS                                                   | ✗ | 11:00 | 17:00 | 07:30 | 17:00 | 07:30 | 12:30 | 07:30 | 17:00 | 07:30 | 09:30 | /   | /   | /   | / |                  |
| M. BYTAUTAS                                                     | ✗ | 07:30 | 17:00 | /     | /     | /     | /     | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | / |                  |
| S. SINGH BURMI                                                  | ✗ | 12:00 | 17:00 | 07:30 | 17:00 | 07:30 | 13:30 | 07:30 | 17:00 | 12:30 | 17:00 | /   | /   | /   | / |                  |
|                                                                 |   |       |       |       |       |       |       |       |       |       |       |     |     |     |   |                  |
|                                                                 |   |       |       |       |       |       |       |       |       |       |       |     |     |     |   |                  |
|                                                                 |   |       |       |       |       |       |       |       |       |       |       |     |     |     |   |                  |
| Hilton Hotel Working - WOKI 02 - (RCL - PAYE)                   |   |       |       |       |       |       |       |       |       |       |       |     |     |     |   |                  |
| J. WRAY                                                         | ✓ | 07:30 | 12:30 | 07:30 | 12:00 | 07:30 | 09:30 | 07:30 | 12:00 | 07:30 | 17:00 | /   | /   | /   | / |                  |
| J. BASQUILLE                                                    | ✓ | /     | /     | /     | /     | /     | /     | /     | /     | 07:30 | 17:00 | /   | /   | /   | / |                  |
| M. Butautas                                                     | ✗ |       |       |       |       |       |       |       |       |       |       |     |     |     |   | * not on last wk |
| K. KULSINSKAS                                                   | ✗ | 07:30 | 11:00 | /     | /     | 12:30 | 17:00 | /     | /     | 09:30 | 17:00 | /   | /   | /   | / | 1.5              |
| S. SINGH BURMI                                                  | ✗ | 07:30 | 12:00 | /     | /     | 13:30 | 17:00 | /     | /     | 07:30 | 12:30 | /   | /   | /   | / | 12.5             |

## Debbie Singh

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**From:** Kes Kulsinskas  
**Sent:** 06 December 2021 11:03  
**To:** Debbie Singh  
**Subject:** Re: VSW - paperwork w/e 05/12/2021

Debbie

On last weeks time sheet I missed one day for M.BYTAUTAS

Saturday 27-11-21 7:30 to 16:00

Can you please add to this week M.Bytautas wages.

Sent from my iPhone

On 6 Dec 2021, at 09:44, Jason Wray <Jason@raphaelltd.co.uk> wrote:

Debbie

Please see attached paperwork for VSW w/e 05/12/2021 :

- Plant returns
- PPE Register page 11
- RCL Toolbox talks 29/11/21 & 02/12/21
- RCL Time sheet
- VSW-JW-SM-Allocation Sheet
- J.Wray Holiday request form
- WOKI 03 Orders & delivery tickets

No delivery tickets for WOKI-02 this week.

Regards

Jason Wray  
Raphael Contracting Ltd  
Project Manager  
mob : 07968 011650  
e-mail : [jason@raphaelltd.co.uk](mailto:jason@raphaelltd.co.uk)

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IMPORTANT: This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

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<VSW plant safety check w-e -05.12.2021.docx>

**TIME SHEET**
**CONTRACT:** 25 Cannon Street

| NAME               | MON   |            | TUE   |       | WED   |       | THUR     |       | FRI   |       | SAT |     | SUN |     | COMMENTS                           |
|--------------------|-------|------------|-------|-------|-------|-------|----------|-------|-------|-------|-----|-----|-----|-----|------------------------------------|
|                    | IN    | OUT        | IN    | OUT   | IN    | OUT   | IN       | OUT   | IN    | OUT   | IN  | OUT | IN  | OUT |                                    |
| A. Kulsinskas ✓    | 07:30 | 17:00      |       | OFF   | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     |                                    |
| A. Lidzius ✓       | 07:30 | 17:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     |                                    |
| J. Smith ✓         | 07:30 | 13:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 13:00 | 07:30 | 17:00 |     |     |     |     | Tue, Thur. afternoon at Moorfields |
| B. Ramchande ✓     | 07:30 | 13:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 13:00 | 07:30 | 17:00 |     |     |     |     | Tue, Thur. afternoon at Moorfields |
| K. O'Malley ✓      | 11:30 | 17:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     | Monday morning at Knightsbridge    |
| R. Canacrai ✓      | 07:30 | 17:00      |       |       |       |       |          |       |       |       |     |     |     |     |                                    |
| R. Rama ✓          | 07:30 | 17:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     |                                    |
| V. Ballilevicius ✓ | 11:30 | 17:00      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     | Monday morning at Knightsbridge    |
| A. Statts ✓        | OFF   |            | 07:30 | 17:00 | 07:30 | 17:00 | 07:30    | 17:00 | 07:30 | 17:00 |     |     |     |     |                                    |
| F. Amaring ✓       | 07:30 | 17:00 (PF) |       |       |       |       | ← HEADG1 |       |       |       |     |     |     |     |                                    |

COMPILED BY: G.Buck  
W/E DATE (SUN): 05-12-21

## TIME SHEET

**CONTRACT:**  
**Moorfields**

[illegible]

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

| RAPHAEEL CONTRACTING LTD<br>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br>Cheshington, Surrey KT9 1EU<br><a href="http://www.raphaelcontracting.com">www.raphaelcontracting.com</a> |                            |                                          | SITE MANAGER ALLOCATION SHEET |        | Name: G.Buck<br>w/c : 29/11/2021 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------|-------------------------------|--------|----------------------------------|--|
| DAY                                                                                                                                                                                         | SITE/LOCATION              | TASK                                     | COST HEADINGS / HOURS         |        |                                  |  |
|                                                                                                                                                                                             |                            |                                          | MOOR02                        | KNIG01 |                                  |  |
| MONDAY                                                                                                                                                                                      | KIGHTSBRIDGE<br>MOORFIELDS | REMOVING CEILING PANELS<br>SELO DELIVERY | 5.5HRS                        | 3.5HRS |                                  |  |
| TUESDAY                                                                                                                                                                                     |                            | HOLIDAY                                  |                               |        |                                  |  |
| WEDNESDAY                                                                                                                                                                                   |                            | HOLIDAY                                  |                               |        |                                  |  |
| THURSDAY                                                                                                                                                                                    | MOORFIELDS                 | SELO DELIVERY                            | 9HRS                          |        |                                  |  |
| FRIDAY                                                                                                                                                                                      |                            | HOLIDAY                                  |                               |        |                                  |  |
| SATURDAY                                                                                                                                                                                    |                            |                                          |                               |        |                                  |  |
| SUNDAY                                                                                                                                                                                      |                            |                                          |                               |        |                                  |  |
| TOTAL HOURS                                                                                                                                                                                 |                            |                                          | 9                             | 9      |                                  |  |

| <div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>RAPHAEL</div><div>CONTRACTING LTD</div><div>Raphael House, 123 Roebuck Road Tel: 020 8391 9100</div><div>Cheshington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div></div> |                  | SITE MANAGER ALLOCATION SHEET                                                                                                                                                            |                       | Name: Auris Kulsinskas<br>w/c : 29/11/2021 |  |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------|--|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                | SITE/LOCATION    | TASK                                                                                                                                                                                     | COST HEADINGS / HOURS |                                            |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                    |                  |                                                                                                                                                                                          | CANN01                |                                            |  |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                             | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Weekly Paperwork.<br>JMS delivery, coordination.                                                                                              | 9                     |                                            |  |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                            | 25 Cannon Street |                                                                                                                                                                                          |                       |                                            |  |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                          | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Building internal temperature, moisture, humidity check/<br>record.<br>Basement doors inspection, issues, RFI.<br>JMS delivery, coordination. | 9                     |                                            |  |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                           | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Check fire rated frames installations take photos.<br>Inspect Level 5 Female WC cubicles.<br>Toolbox Talk.                                    | 9                     |                                            |  |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                             | 25 Cannon Street | Morning Site Walk, Carpenters jobs allocation.<br>Dolphins soap system for DDA WC sets arrangement.<br>Fixings Order.<br>Panel infills to Mate WC arrangement.                           | 9                     |                                            |  |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                                          |                       |                                            |  |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                             |                  |                                                                                                                                                                                          |                       |                                            |  |  |  |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                                          | 36                    |                                            |  |  |  |  |  |

| <div> <b>RAPHAEL CONTRACTING LTD</b><br/>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br/>Cheshington, Surrey KT9 1EU<br/><a href="http://www.raphaelcontracting.com">www.raphaelcontracting.com</a></div> |                         | <b>SITE MANAGER ALLOCATION SHEET</b>                                                                                                                                                                           |                       | <b>Name: Kes Kulsinskas</b><br><b>w/c : 29-11-21</b> |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                 | SITE/LOCATION           | TASK                                                                                                                                                                                                           | COST HEADINGS / HOURS |                                                      |  |  |  |
|                                                                                                                                                                                                                                                                                                     |                         |                                                                                                                                                                                                                | WOKI02                | WOKI03                                               |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                              | Woking Car park & Hotel | Snagging /adjusting mag locks and fitting saup dish in hotel . 3Hrs<br>Weekly paperwork/DABS/2Hrs Supervising and checking works carpenters works 5Hrs                                                         | 3hrs                  | 6Hrs                                                 |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                             | Woking Car park & Hotel | Adjusting door closers L-1 Withs SRM J.M 3.5Hrs<br>Snagging 1Hrs<br>DABS /Paperwork 1Hrs Going through works with JW in office 1Hrs , Going through works on site with carpenters and cheking they work 3.5Hrs | 4.5Hrs                | 4.5Hrs                                               |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                           | Woking Car park & Hotel | Snagging hotel 4.5Hrs<br>Supervising and going through all door fitting problems carpenters have on site(Temp power cabels, floors to high or lintels to low + DABS /Paperwork 4.5Hrs                          | 4.5Hrs                | 4.5Hrs                                               |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                            | Woking Car park & Hotel | Dealing with all structural opening issues wrongly build UP.G and G.F and going through them with (SRM Paul )6Hrs<br>Protection for formviwze cubicles delivery 2Hrs. DABS /Paperwork 1Hrs                     |                       | 9Hrs                                                 |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                              | Woking Car park & Hotel | Snagging in hotel and signing snags on view field. 7Hrs<br>Paperwork ,Dabs, ordering materials supervision 2Hrs                                                                                                | 7Hrs                  | 2Hrs                                                 |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                            |                         |                                                                                                                                                                                                                |                       |                                                      |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                              |                         |                                                                                                                                                                                                                |                       |                                                      |  |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                                                                         |                         |                                                                                                                                                                                                                | 19                    | 26                                                   |  |  |  |

| RAPHAE<br>L CONTRACTING LTD<br>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br>Chessington, Surrey KT9 1EU<br>www.raphaelcontracting.com |                              | SITE MANAGER ALLOCATION<br>SHEET                                                                           |                       | Name: Mark Robinson<br>w/e: 05/12/21 |         |         |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------|---------|---------|
| DAY                                                                                                                                            | SITE/LOCATION                | TASK                                                                                                       | COST HEADINGS / HOURS |                                      |         |         |
|                                                                                                                                                |                              |                                                                                                            | WOKI 02               | CANN 01                              | HOXT 01 | HEAD 01 |
| MONDAY                                                                                                                                         | Office –<br>Office - HH      | VSW Internal<br>Print drawings from Asite, print JMS door schedule & queries, print Mcl programme          | 5                     |                                      | 4       |         |
| TUESDAY                                                                                                                                        | Office-HH<br>Site - CS       | JMS door schedule queries.<br>Site                                                                         |                       | 5                                    | 4       |         |
| WEDNESDAY                                                                                                                                      | Home & Away – CS<br>JMS - HH | Progress Report, visit to general lamps to check bespoke mirror lights<br>Door schedule with andy Holdham. |                       | 4                                    | 5       |         |
| THURSDAY                                                                                                                                       | Site - CS                    | Walk round with Formwise, view café screen samples from fabricator, finish progress report and issue       |                       | 9                                    |         |         |
| FRIDAY                                                                                                                                         | Site - VSW                   | Update progress reports with Jason<br>HH – revise & issue door schedule<br>CS – e-mails                    | 4                     | 1                                    | 4       |         |
| SATURDAY                                                                                                                                       |                              |                                                                                                            |                       |                                      |         |         |
| SUNDAY                                                                                                                                         |                              |                                                                                                            |                       |                                      |         |         |
| TOTAL HOURS                                                                                                                                    |                              |                                                                                                            | 9                     | 19                                   | 17      |         |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------|---------|--------|--------|
| DAY                                                                                                                                                                                                                                 | SITE/LOCATION       | TASK                                                                                                                                                                                                                                                                                                                                                                                       | COST HEADINGS / HOURS |                                           |         |        |        |
|                                                                                                                                                                                                                                     |                     |                                                                                                                                                                                                                                                                                                                                                                                            | WOKI03                | HEAD01                                    | REPT 01 | LORD02 | WOKI02 |
| MONDAY                                                                                                                                                                                                                              | Head Office         | 1/ Do times<br>2/Read Viewpoint protocol document for Repton Gardens and advise JMS how to name their drawings<br>3/ Print off schedules ready for my internals on Wednesday<br>4/ Woking Bump rail -mark up drawings and do Repton gardens headings for my internal for Simon                                                                                                             | 1.5                   |                                           | 8.5     |        |        |
| TUESDAY                                                                                                                                                                                                                             | Head Office/Home    | 1/ Aldgate tender for Simon, Working out RCL labour and inputting JMS costs and RCL labour onto schedule for Simon<br>2/ Discussing the above with both Simon and Andy Barlow on how joinery will be delivered to site to work out RCL labour fixing costs<br>3/ Updating RCL woking programme<br>4/ Schedule outdoors and ironmongery for pricing on Repton for Simon                     | 1                     | 9                                         |         |        |        |
| WEDNESDAY                                                                                                                                                                                                                           | Head Office         | 1/ My internals and Repton Gardens start up meets                                                                                                                                                                                                                                                                                                                                          | 4.5                   |                                           | 4.5     |        | 1      |
| THURSDAY                                                                                                                                                                                                                            | Head Office         | 1/ Put files into C1 and remove others<br>2/ uploading JMS drawings for Repton onto 4p<br>3/ Look through Sebastian Street old emails and meeting minutes re doorframe with glazed screens ready for site visit on Thursday 09/12/21 and discussed with martin<br>4/ email re Repton Gardens project<br>5/ Looking at email/quotes for additional works in hotel at Woking for James<br>5/ | 2                     | 3                                         | 2       |        | 3      |
| FRIDAY                                                                                                                                                                                                                              | Home and site visit | 1/ Working on Woking BOH protection, doing take offs for revised scope and woking out the ads and omits<br>2/Meet James to go to Marylebone House for BHCL to look at existing stairs                                                                                                                                                                                                      | 3                     | 7                                         |         |        |        |
| SATURDAY                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                           |         |        |        |
| SUNDAY                                                                                                                                                                                                                              |                     |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                           |         |        |        |
| TOTAL HOURS                                                                                                                                                                                                                         |                     |                                                                                                                                                                                                                                                                                                                                                                                            | 12                    | 19                                        | 15      |        | 4      |

| RAPHAEL CONTRACTING LTD<br>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br>Chessington, Surrey KT9 1EU<br>www.raphaelcontracting.com |                      | SITE MANAGER ALLOCATION SHEET                                              |                       | Name: Jason Wray.<br>w/c : 29/11/2021 |              |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------|-----------------------|---------------------------------------|--------------|
| DAY                                                                                                                                        | SITE/LOCATION        | TASK                                                                       | COST HEADINGS / HOURS |                                       |              |
|                                                                                                                                            |                      |                                                                            | WOKI 02               | WOKI 03                               | PAUL 01 & 02 |
| MONDAY                                                                                                                                     | Office               | Operatives lateral flow testing & Toolbox Talk                             | 0.5                   | 0.5                                   |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails & phone calls (WOKI-03)                            | 3.0                   |                                       |              |
|                                                                                                                                            | Office               | Daily Briefing meeting (WOKI-02)                                           | 0.5                   |                                       |              |
|                                                                                                                                            | Office               | Go through snags and signing off completed on Field View                   | 0.5                   |                                       |              |
| TUESDAY                                                                                                                                    | Public Toilets       | Go through public toilet works with SRM                                    |                       | 1.0                                   |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails & phone calls (WOKI-03)                            |                       | 3.0                                   |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails & phone calls (WOKI-02)                            | 2.0                   |                                       |              |
|                                                                                                                                            | Office               | Daily Briefing meeting (WOKI-02)                                           | 0.5                   | 2.5                                   |              |
| WEDNESDAY                                                                                                                                  | Office               | Go through Security Ironmongery and marking up drawings                    |                       | 2.0                                   |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails & phone calls (WOKI-03)                            |                       |                                       |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails, phone calls (WOKI-02)                             | 1.5                   |                                       |              |
|                                                                                                                                            | Office               | Daily Briefing meeting (WOKI-02)                                           | 0.5                   | 1.5                                   |              |
| THURSDAY                                                                                                                                   | Export House         | Public Toilets Progress Meeting                                            |                       | 2.0                                   |              |
|                                                                                                                                            | Red Carpark          | Go through issues with Ground & Upper Ground door sets and report to SRM   |                       | 2.5                                   |              |
|                                                                                                                                            | Red Carpark & Office | Mastic evidence photos and updating IT&P's and issuing                     |                       | 1.0                                   |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails, phone calls (WOKI-03)                             | 0.5                   | 0.5                                   |              |
| FRIDAY                                                                                                                                     | Office               | Operatives lateral flow testing & Toolbox Talk                             | 2.0                   |                                       |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails, phone calls (WOKI-02)                             | 0.5                   |                                       |              |
|                                                                                                                                            | Office               | Daily Briefing meeting (WOKI-02)                                           | 1.0                   | 2.0                                   |              |
|                                                                                                                                            | Office               | Go through snags, printing off new and signing off completed on Field View |                       | 2.5                                   |              |
| SATURDAY                                                                                                                                   | Office               | Read / Reply to e-mails, phone calls (WOKI-02)                             | 2.0                   |                                       |              |
|                                                                                                                                            | Office               | Go through security drawings for the Red Carpark                           |                       |                                       |              |
|                                                                                                                                            | Office               | Read / Reply to e-mails, phone calls (WOKI-02)                             | 2.5                   |                                       |              |
|                                                                                                                                            | Office               | Go through snags, printing off new and signing off completed on Field View |                       |                                       |              |
| SUNDAY                                                                                                                                     | Office               | Daily Briefing meeting (WOKI-02)                                           | 0.5                   |                                       |              |
|                                                                                                                                            | Office               | Writing Site progress reports 35 to 38                                     | 4.0                   |                                       |              |
| TOTAL HOURS                                                                                                                                |                      |                                                                            |                       |                                       |              |