

| <div><div><div><div><div></div><div>RG</div></div><div>RAPHAEL</div><div>CONTRACTING LTD</div></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> |                  | SITE MANAGER ALLOCATION SHEET                                                                                                                                                                         |                       | Name: Auris Kulsinskas<br>w/c : 14/02/2022 |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------|--|--|
| DAY                                                                                                                                                                                                                                                      | SITE/LOCATION    | TASK                                                                                                                                                                                                  | COST HEADINGS / HOURS |                                            |  |  |
|                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                                                       | CANN01                |                                            |  |  |
| MONDAY                                                                                                                                                                                                                                                   | 25 Cannon Street | Morning Site Walk and jobs allocation.<br>Weekly RCL Paperwork.<br>Weekly Safety Paperwork for BAM.<br>Details check with JMS for door set DG-42.                                                     | 9                     |                                            |  |  |
| TUESDAY                                                                                                                                                                                                                                                  | 25 Cannon Street | Morning Site Walk and jobs allocation.<br>Shower screens install. Carpenters setup.<br>Check door level 1-4 after wax pinholes.                                                                       | 9                     |                                            |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Move reception desk to new storage location.<br>Door flames position GF discuss with BAM.<br>Toolbox Talk.                                                 | 9                     |                                            |  |  |
| THURSDAY                                                                                                                                                                                                                                                 | 25 Cannon Street | Morning Site Walk and jobs allocation.<br>Help to hang door DG-42.<br>Install panels to Café WC. Issues with wall dimensions and new details discuss with BAM.<br>Ground Floor doors. Openings check. | 9                     |                                            |  |  |
| FRIDAY                                                                                                                                                                                                                                                   | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Emails reply to BAM regarding works issues and coordination.                                                                                               | 9                     |                                            |  |  |
| SATURDAY                                                                                                                                                                                                                                                 |                  |                                                                                                                                                                                                       |                       |                                            |  |  |
| SUNDAY                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                       |                       |                                            |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                              |                  |                                                                                                                                                                                                       |                       |                                            |  |  |

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| <div><div><div><div><div></div><div>RG</div></div><div>RAPHAEL</div><div>CONTRACTING LTD</div></div><div><div>Raphael House, 123 Roebuck Road</div><div>Tel: 020 8391 9100</div><div>Chessington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div></div> |  | <div><div>SITE MANAGER ALLOCATION</div><div>SHEET</div></div> |  | <div><div>Name: Kes Kulsinskas</div><div>w/c : 14-02-22</div></div> |  |
|                                                                                                                                                                                                                                                                               |  | COST HEADINGS / HOURS                                         |  |                                                                     |  |
|                                                                                                                                                                                                                                                                               |  | WOKI02                                                        |  | WOKI03                                                              |  |
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| 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: Mark Robinson<br>w/e: 20/02/22 |     |   |
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| DAY                                                                                                                                                                                            | SITE/LOCATION            | TASK                                                                                                                                                                | COST HEADINGS / HOURS         |         |         |                                      |     |   |
|                                                                                                                                                                                                |                          |                                                                                                                                                                     | WOKI 02                       | CANN 01 | HOXT 01 | HEAD 01                              | W03 |   |
| MONDAY                                                                                                                                                                                         | Office – HH<br>CS<br>W03 | More info to fields for assessment, order fixings for temp doors<br>Saper RAMS approved, 3V order for grab rails<br>Prepare RAMS for defects and issue for approval |                               | 3       | 4       |                                      |     | 2 |
| TUESDAY                                                                                                                                                                                        | Site - CS                | Progress report, issue with lift lobby mirrors                                                                                                                      |                               | 9       |         |                                      |     |   |
| WEDNESDAY                                                                                                                                                                                      | Site – HH<br>CS          | Meet Joe at office and load up for HH, go to HH with temp doors<br>Saper glass track issue                                                                          |                               | 3       | 6       |                                      |     |   |
| THURSDAY                                                                                                                                                                                       | Site – CS<br>HH<br>VSW   | Locker bench approval/ formwise problems<br>Assa/Fields assessment, ironmongery sample board query's, respond to MCL e-mails<br>SRM door queries                    | 1                             | 5       | 3       |                                      |     |   |
| FRIDAY                                                                                                                                                                                         | Site – CS<br>HH<br>W03   | Upload data sheets (dali driver, Zip tap), order Zip taps<br>Upload revised vanity drawings<br>Revise RAMS                                                          |                               | 5       | 2       |                                      |     | 2 |
| SATURDAY                                                                                                                                                                                       |                          |                                                                                                                                                                     |                               |         |         |                                      |     |   |
| SUNDAY                                                                                                                                                                                         |                          |                                                                                                                                                                     |                               |         |         |                                      |     |   |
| TOTAL HOURS                                                                                                                                                                                    |                          |                                                                                                                                                                     |                               |         |         |                                      |     |   |

| <div><div><div><div></div></div><div>RAPHAEL</div></div><div>CONTRACTING LTD</div><div>Raphael House, 123 Roebuck Road Tel: 020 8391 9100</div><div>Chessington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div> |                                                               | SITE MANAGER ALLOCATION SHEET                                                                                                                                                                                                                                                                                                                                     |                       | Name: D Sanders<br>w/c: Monday 14/02/2022 |         |          |        |
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| DAY                                                                                                                                                                                                                              | SITE/LOCATION                                                 | TASK                                                                                                                                                                                                                                                                                                                                                              | COST HEADINGS / HOURS |                                           |         |          |        |
|                                                                                                                                                                                                                                  |                                                               |                                                                                                                                                                                                                                                                                                                                                                   | WOKI03                | HEAD01                                    | REPT 01 | Mary 01? | Woki02 |
| MONDAY                                                                                                                                                                                                                           | Space tender meeting city point office<br>Site Repton Gardens | Tender meeting with BAM re Space house<br>Meeting with McLaren re pattresses within wall for joinery                                                                                                                                                                                                                                                              |                       | 5                                         | 5       |          |        |
| TUESDAY                                                                                                                                                                                                                          | Head office                                                   | 1/Marylebone planters, look through drawings and specs<br>2/ Millennium bridge house tender<br>3/ Marylebone house tender                                                                                                                                                                                                                                         |                       | 10                                        |         |          |        |
| WEDNESDAY                                                                                                                                                                                                                        | Head office                                                   | 1/ Millennium bridge house tender<br>2/working with Simon on various tenders                                                                                                                                                                                                                                                                                      |                       | 10                                        |         |          |        |
| THURSDAY                                                                                                                                                                                                                         | Working site                                                  | 1/ woking in woking site office on MBH tender doing window board and skirting take off's<br>2/ check progress on BOH protection and general site walk around with Kes<br>3/ price post contract bits for James -working<br>4/ go to tool station and purchase saw blade for site<br>5/ sort out power and materials for level PVC wall protection woking with SRM |                       | 5                                         | 5       |          |        |
| FRIDAY                                                                                                                                                                                                                           | Working site & working from home                              | 1/ working at woking site until lunch time supervising<br>2/ replying to emails<br>3/ Working from home on Aldgate tender checking bathroom types and counting fixtures and fittings                                                                                                                                                                              |                       | 5                                         | 5       |          |        |
| SATURDAY                                                                                                                                                                                                                         |                                                               |                                                                                                                                                                                                                                                                                                                                                                   |                       |                                           |         |          |        |
| SUNDAY                                                                                                                                                                                                                           |                                                               |                                                                                                                                                                                                                                                                                                                                                                   |                       |                                           |         |          |        |
| TOTAL HOURS                                                                                                                                                                                                                      |                                                               |                                                                                                                                                                                                                                                                                                                                                                   |                       |                                           |         |          |        |

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| DAY                                                                                                                                                                                                                                                                           |  | SITE/LOCATION           | TASK                             | COST HEADINGS / HOURS |                                        |  |  |
| MONDAY                                                                                                                                                                                                                                                                        |  |                         |                                  |                       |                                        |  |  |
| TUESDAY                                                                                                                                                                                                                                                                       |  |                         |                                  |                       |                                        |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                     |  |                         |                                  |                       |                                        |  |  |
| THURSDAY                                                                                                                                                                                                                                                                      |  | Richards House          | Maintenance                      | 9h.                   |                                        |  |  |
| FRIDAY                                                                                                                                                                                                                                                                        |  | Lord's<br>Cannon Street | Snagging<br>Install vanity units | 2.5h.                 | 6.5h.                                  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                      |  |                         |                                  |                       |                                        |  |  |
| SUNDAY                                                                                                                                                                                                                                                                        |  |                         |                                  |                       |                                        |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                                                   |  |                         |                                  |                       |                                        |  |  |

|                                                                                                                                                                                                                                                                  |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                               |         |  |
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| <div><div><div><div><div></div><div>RAPHAEL</div></div><div>CONTRACTING LTD</div></div><div><div>Raphael House, 123 Roebuck Road</div><div>Tel: 020 8391 9100</div><div>Chessington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div></div> |                                                           | SITE MANAGER ALLOCATION SHEET                                                                                                                                                                                                                                                                                                                                                                                              |            | Name: Jason Wray<br>w/c : 14/02/2022          |         |  |
| DAY                                                                                                                                                                                                                                                              |                                                           | SITE/LOCATION                                                                                                                                                                                                                                                                                                                                                                                                              | TASK       | COST HEADINGS / HOURS                         |         |  |
|                                                                                                                                                                                                                                                                  |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |            | WOKI 02                                       | WOKI 03 |  |
| MONDAY                                                                                                                                                                                                                                                           | WORKING FROM HOME DUE TO STILL TESTING POSITIVE FOR COVID | lateral flow testing – Still Positive<br>Go through variations for J. Hayhoe and issue report<br>Write and issue Lateral Flow testing report<br>Time sheets and paperwork etc<br>Updating Progress report and issuing<br>Read / Reply to e-mails & phone calls (WOKI-03) & Allocation sheet<br>H&S paperwork for SRM                                                                                                       | 1.0        | 0.5<br>1.5<br>1.0<br>1.5<br>1.0<br>1.0<br>1.5 |         |  |
| TUESDAY                                                                                                                                                                                                                                                          | WORKING FROM HOME DUE TO STILL TESTING POSITIVE FOR COVID | lateral flow testing – Still Positive<br>Read / Reply to e-mails & phone calls (WOKI-02)<br>Updating Door Schedule<br>Ordering New Door set JMS/ELITE/SHADBOLT<br>Read / Reply to e-mails & phone calls (WOKI-03) & Allocation sheet                                                                                                                                                                                       | 0.5        | 0.5<br>1.0<br>3.0<br>4.0                      |         |  |
| WEDNESDAY                                                                                                                                                                                                                                                        | WORKING FROM HOME DUE TO STILL TESTING POSITIVE FOR COVID | lateral flow testing – Still Positive<br>Read / Reply to e-mails, phone calls (WOKI-02)<br>Going through snags with Kes over the phone<br>Going through issues with Datim drop seals for core 1<br>Going through Ironmongery issues for RCP with Kes<br>Updating RAM's and issuing RFA 19<br>Updating IT&P's including mastic photos & Issuing to SRM<br>Read / Reply to e-mails, phone calls (WOKI-03) & Allocation sheet | 0.5<br>0.5 | 0.5<br>0.5<br>1.0<br>0.5<br>1.0<br>2.5<br>2.0 |         |  |
| THURSDAY                                                                                                                                                                                                                                                         | WORKING FROM HOME DUE TO STILL TESTING POSITIVE FOR COVID | Read / Reply to e-mails & phone calls (WOKI-02)<br>Going through snags with Kes over the phone & signing off<br>lateral flow testing – Still Positive<br>Go through variations for J. Hayhoe<br>Read / Reply to e-mails, phone calls (WOKI-03) & Allocation sheets<br>Ordering Drop seals from Datim<br>Going through drawings and Info for D.S for post PC works                                                          | 0.5<br>0.5 | 0.5<br>1.0<br>0.5<br>4.0<br>1.0<br>1.0        |         |  |
| FRIDAY                                                                                                                                                                                                                                                           | WORKING FROM HOME DUE TO STILL TESTING POSITIVE FOR COVID | Read / Reply to e-mails & phone calls (WOKI-02)<br>SRM form & reporting lateral flow testing<br>lateral flow testing – Still Positive<br>Going through Ironmongery and sorting out Cylinder requirements<br>Read / Reply to e-mails, phone calls (WOKI-03) & Allocation sheets                                                                                                                                             | 0.5        | 1.0<br>0.5<br>1.5<br>5.5                      |         |  |
| SATURDAY                                                                                                                                                                                                                                                         |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                               |         |  |
| SUNDAY                                                                                                                                                                                                                                                           |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                               |         |  |
| TOTAL HOURS                                                                                                                                                                                                                                                      |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                               |         |  |

REF: WOKI 02 &  
WOKI 03

COMPILED BY:  
J. WRAY

W/E DATE (SUN):  
20.02.2022

**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 - Woking - WOKI 03 - (RCL - PAYE) |       |       |       |       |       |       |       |       |       |       |     |     |     |     |   |                                                           |
| J. WRAY                                                        | 08:30 | 17:00 | 08:00 | 17:00 | 08:30 | 17:00 | 08:30 | 17:00 | 08:00 | 17:00 | /   | /   | /   | /   | / | Working from Home                                         |
| J. BASQUILLE                                                   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Left early Fri due to weather                             |
| J. SMITH                                                       | 07:30 | 17:00 | 07:30 | 12:30 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Tue Aft @ Moorfields and<br>Left early Fri due to weather |
| Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)  |       |       |       |       |       |       |       |       |       |       |     |     |     |     |   |                                                           |
| K. KULSTINSKAS                                                 | 07:30 | 10:30 | 12:30 | 17:00 | 12:30 | 17:00 | 08:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | /   | / | Price work Tue Afternoon                                  |
| M. BYTAUTAS                                                    | 07:30 | 17:00 | 12:00 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Left early Fri due to weather                             |
| S. SINGH BURMI                                                 | /     | /     | 12:00 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Left early Fri due to weather                             |
| Balbir. SINGH                                                  | /     | /     | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Left early Fri due to weather                             |
| Pushpinder. SINGH                                              | HOL   | HOL   | HOL   | HOL   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 14:00 | /   | /   | /   | /   | / | Left early Fri due to weather                             |
| Hilton Hotel Woking - WOKI 03 - (Formwise)                     |       |       |       |       |       |       |       |       |       |       |     |     |     |     |   |                                                           |
| P. JAWORSKI                                                    | /     | /     | /     | /     | 07:30 | 12:30 | /     | /     | /     | /     | /   | /   | /   | /   | / |                                                           |
| J. KARDYNAL                                                    | /     | /     | /     | /     | 07:30 | 12:30 | /     | /     | /     | /     | /   | /   | /   | /   | / |                                                           |
| Hilton Hotel Woking - WOKI 02 - (RCL - PAYE)                   |       |       |       |       |       |       |       |       |       |       |     |     |     |     |   |                                                           |
| J. WRAY                                                        | 07:30 | 08:30 | 07:30 | 08:00 | 07:30 | 08:30 | 07:30 | 08:30 | 07:30 | 08:00 | /   | /   | /   | /   | / | Working from Home                                         |
| Hilton Hotel Woking - WOKI 02 - (RCL - CIS)                    |       |       |       |       |       |       |       |       |       |       |     |     |     |     |   |                                                           |
| K. KULSTINSKAS                                                 | 10:30 | 17:00 | 07:30 | 12:30 | 07:30 | 12:30 | 07:30 | 08:30 | /     | /     | /   | /   | /   | /   | / | 16                                                        |
| M. BYTAUTAS                                                    | /     | /     | 07:30 | 12:00 | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   | / |                                                           |
| S. SINGH BURMI                                                 | 07:30 | 17:00 | 07:30 | 12:00 | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   | / |                                                           |

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

**COMPILED BY:**  
**Slav Simonovic**

**W/E DATE (SUN):**  
**06/02/2022**

## TIME SHEET

LORD'S C&E

**CONTRACT:**

[illegible]

**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 | 07:30 | 17:00 | 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 |     |     |     |     |                                                |
| B.Ramchande     | Woking |       | 07:30 | 13:00 | 10:00 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     | Tuesd. Afternoon and Wed. morning at Moorfield |
| K.O'Malley      | 07:30  | 17:00 | 07:30 | 13:00 | 10:00 | 17:00 | 07:30 | 17:00 | OFF   |       |     |     |     |     | Tuesd. Afternoon and Wed. morning at Moorfield |
| R.Rama          | 07:30  | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     |                                                |
| V.Baliulevicius | 07:30  | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     |                                                |
| R.Canacrai      | 07:30  | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     |                                                |
| E.Amaning       | 12:00  | 17:00 | 07:30 | 17:00 |       |       |       |       |       |       |     |     |     |     | Mond. Morning at Hoxton Hotel                  |
| S.Simonovic     |        |       |       |       |       |       |       |       |       |       |     |     |     |     | Mond. Morning at Hoxton Hotel                  |
|                 |        |       |       |       |       |       |       |       | 10:00 | 17:00 |     |     |     |     | Friday morning at Lord's Cricket Ground        |
|                 |        |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                |
|                 |        |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                |
|                 |        |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                |



# TIME SHEET

[illegible]

RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 14/2/22

CONTRACT

OPERATION

REF

TRADE

CHECK  
No.

NAME

HOURS WORKED ON OPERATION

TOTAL  
HOURS

Joe Byles

5 1/2 3 1/2 1/2 1 1/2

11

TOTALS

TYPE OF MACHINE

5msp1

9 (1 1/2)

9 (1 1/2)

10 1/2

5msp1 - 31 (2)

Hox 121 - 5  
Hols - 9



# DAILY ALLOCATION SHEET

RAPHAEL CONTRACTING LIMITED

Date

16/2/22

CONTRACT

OPERATION

REF

TRADE

HOURS WORKED ON OPERATION

CHECK No.

NAME

Joe Dyett

7/2

Labouring 25ms 9 1/2

9

TOTALS

TYPE OF MACHINE

5ms 61  
Hoxton 1

5

13