

COMPILED BY:
Slav Simonovic

W/E DATE (SUN) :
02/05/21

TIME SHEET

LORD'S C&E

CONTRACT :

[illegible]

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

RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		w/c : 26/04/21 slav		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	Lord's C&E	Site supervision, paperwork, DABs, plant check, helping out Fix by fold doors Patch/ recut door set 01.04 to make it work for 02.58 opening	5 1 3			
TUESDAY	"	Site supervision, paperwork, DABs Patch miscut closers Install By fold doors Setting out to L3	2 1 4 2			
WEDNESDAY	"	Site supervision, deliveries DABs Make jig + machining L3 frames, install fire strips, move frames to L3 apply foam and fire mastic, helping out	2 3 4			
THURSDAY	"	Site supervision, meetings, Unload delivery, take off for decking. Move frames to L3 helping out	5 4			
FRIDAY	"	Site supervision, DABs, take off, checking levels, move door sets to L3, House keeping, JMS Delivery, Paper work/submit weekly ISG package	9			
SATURDAY		N/A				
SUNDAY						
TOTALS						

REF: WOKI 02
COMPILED BY:
J. WRAY
W/E DATE (SUN):
02.05.2021
CONTRACT: Hilton Hotel, Victoria Square, Woking

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Hilton Hotel Woking – WOKI 02 – (RCL – PAYE)															
J. WRAY	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	HOLS	HOLS	/	/	/
J. GODMAN	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/
Hilton Hotel Woking – WOKI 02 – (RCL – CIS)															
Kuljinder. SINGH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
B. RAMCHANDE	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
A. KULSINSKAS	07:30	17:00	07:30	17:00	/	/	07:30	17:00	07:30	17:00	/	/	/	/	not Period
J. SWIFT	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
Hilton Hotel Woking – WOKI 02 – (AGENCY – Apex Ltd)															
Kewal. SINGH	07:30	17:00	07:30	17:00	09:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
Harjinder. SINGH	07:30	17:00	/	/	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
G BURLAN	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
D. DUMITRANA	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	/	/	/	/	/	/
Pushpinder. SINGH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
Galbir. SINGH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
F. CERNEA	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
D. NECHIFOR	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
Hilton Hotel Woking – WOKI 02 – (AGENCY – Construction Recruitment Services)															
E. YALAMOV	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	/
Hilton Hotel Woking – WOKI 02 – (FORMWISE)															

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

RG RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET Jason		w/c : 26/04/2021 Victoria Square, Woking			
DAY		LOCATION		TASK		COST HEADINGS / HOURS	
MONDAY		Office, Site, Induction room Level 06 Level 06 Level 19 & 20 Level 06 Level 08 & 09 Level 01 Level 06 Ground Floor Office Site Entrance Office Office		Site inductions & go through RAM's, Safety Paperwork & Works Go through works with the site Labourer. Go through works with carpenters for frames 601/01, 02, 03 & 04. Go through works with carpenters adjusting drop seals & closers. Go through works with carpenters for frames 623/01, 02, 03 & 04. Go through works with carpenters for missing skirting. Go through works with carpenters for missing Ironmongery & snags. Go through works with carpenters for frames 629/03 & 630/03. Daily Briefing meting Deal with carpenter who cut himself. Fire Evacuation. Allocation sheets Read / Reply to e-mails & phone calls		1.5 hrs 0.5 hr 1 hr 1 hr 1 hr 0.5 hr 0.5 hr 0.5 hr 0.5 hr 0.5 hr 0.5 hr 0.5 hr 1 hr	
TUESDAY		Site all Levels Site & Head Office Office Office Office Level 01 & 06 Office Office		Walking site checking progress quality & problem solving (Mainly L 06) Driving to Head Office to exchange 2 no chop saws. Paperwork in Office Accident Investigation Report. Read / Reply to e-mails & phone calls. Going through works with Formwise Daily Briefing meting Allocation sheets		3 hr 2.5 hrs 1 hr 1 hr 0.5 hr 0.5 hr 0.5 hr 0.5 hr	
WEDNESDAY		Office Level 01 Level 06 Level 06 Level 06 Office Office Office Office Office		Toolbox Talk Going through problems on Level 01 with SRM bump rails / Ironmongery Going through problems in ballroom and pre-function room with SRM Going through security ironmongery with SRM Going through works /problems in ballroom with carpenters Co-Ordination meting (Guest Rooms) Daily Briefing meting Read / Reply to e-mails & phone calls. Progress Report For SRM Allocation sheets		0.5 hr 1 hr 1 hr 1 hr 1 hr 1 hr 0.5 hr 1.5 hr 1.5 hr 0.5 hr	
THURSDAY		Office Ground & Level 1 Zone 2 Ground floor Office Office Office Level 06 Office Office		Toolbox Talk Going through works and issues with SRM, Auris & Carps Showing Auris where the carpark W/C is located ready for Formwise. Collaborate planning review meeting. Print off Formwise drawings and go through with Auris. Collaborate planning Look ahead meeting. Checking works to ballroom & Pre-function rooms Daily Briefing meting Safety Paperwork for SRM		0.5 hr 1 hr 0.5 hr 1 hr 0.5 hr 1.5 hr 1.0 hr 0.5 hr 1.5 hr	

	Office Office	Read / Reply to e-mails & phone calls. Allocation sheets	1 hr 0.5 hr						
FRIDAY	HOLIDAY								
SATURDAY	N/A								
SUNDAY	N/A								
TOTALS									

COMPILED BY: G.Buck
W/E DATE (SUN): 02-05-21

TIME SHEET

CONTRACT:
Knightsbridge

[illegible]

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

RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET		w/c : 26/04/2021 GARY BUCK	
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	M&W works GF Office reception West reception	Supervision, setting out of wall and ceiling panels.	6hrs			
		Supervision, checking installation of joinery items and skirtings. Paperwork, times etc	2hrs			
			1hr			
TUESDAY	M&W works GF Office reception West reception	Supervision, setting out of wall and ceiling panels.	7hrs			
		Supervision, checking installation of joinery items and skirtings	2hrs			
WEDNESDAY	M&W works GF Office reception West reception	Supervision, setting out of wall and ceiling panels.	7hrs			
		Supervision, checking installation of joinery items and skirtings.	2hrs			
THURSDAY	M&W works GF Office reception East reception L2 office floor space	Supervision, setting out of wall and ceiling panels.	7hrs			
		Checking re-installation of door set Snags and extra works	1hr 1hr			
FRIDAY	M&W works GF Office reception East reception L2 office floor space	Supervision, setting out of wall and ceiling panels.	7hrs			
		Supervision, setting out of reception desk.	1hr			
		Snags and extra works	1hr			
SATURDAY						
SUNDAY						
			TOTALS			

REF:

COMPILED BY
K.Kulsinskas

TIME SHEET

CONTRACT :123
New Bond St.

W/E DATE (SUN)
02-05-21

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
K.Kulsinskas	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
H.Manilal	X	X	X	X	X	X	7:30	17:00	7:30	17:00					
M.Bytrautas	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
R.Ramgi	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
D.Conyers	7:45	17:00	7:30	17:00	8:00	17:00	X	X	X	X					

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

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET			w/c : 02-05-21 <i>Kas</i>				
DAY		LOCATION		TASK	COST HEADINGS / HOURS					
MONDAY		New Bond Street.		Weekly paperwork. Snagging,					9hrs	
TUESDAY		New Bond Street.		Fitting cylinders, Ordering materials, Paperwork ,emails.					9hrs	
WEDNESDAY		New Bond Street.		Fitting cylinders and key tags . Snagging					9hrs	
THURSDAY		New Bond Street.		Connecting door closers and adjusting . Working with carpenters fitting push locks.					9hrs	
FRIDAY		New Bond Street.		Paperwork, handovers. Adjusting door closers. Planning preparing next weeks works.					9hrs	
SATURDAY										
SUNDAY										
TOTALS										



W/E
02/05/2021

Head Office(tenders)

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

RGL RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		w/c : Monday 26 th /04/21			
DAY	LOCATION	TASK	COST HEADINGS / HOURS				
MONDAY	Head Office	Do times Working on RCP door schedule in preparation to do site survey Also working on WC, sending information to both JMS and Formwise plus go through emails and answers as necessary various projects download and print off tender drawings and file them on telephone to both Slav and Kes discussing any issues on site	WOKI03 4HRS	LORD02 2HRS	BOND02 2HRS	TRNDER STUFF 2HRS	
TUESDAY	Woking WC&RCP	Site induction plus site survey car park door openings	WOKI03 7-30 to18-00				
WEDNESDAY	Head office	Working start up meeting, design teams meeting Working on RCP door schedule, plus go through emails and answers as necessary various projects on telephone to both Slav and Kes discussing any issues on site	WOKI03 7-30 to 18-00				
THURSDAY	Head office	Doing RAMS for Woking, Toby's goodbye drink Sorting our powered door closers for Lords Sorting out Decking for Lords with Slav Looking at Space house tender paperwork plus go through emails and answers as necessary various projects on telephone to both Slav and Kes discussing any issues on site	WOKI03 07-30 to 12-30	Toby 12-30 to 15-30	LORD02 15-30 to 17-00	Space house 17-00 to 18-00	
FRIDAY	Working from home	Woking team meetings preparation WC meeting 10 to 11 then do minutes RCP meeting 13 to 14 then do minutes	WOKI03 6 hrs	LORD02 2hrs	Space house 2hrs		

		plus go through emails and answers as necessary various projects on telephone to both Slav and Kes discussing any issues on site Sorting out Lords Decking and place order Looking through Space house specs and drawings								
SATURDAY										
SUNDAY										
TOTALS										



REF: **MARK**
ROBINSON
TIMES

COMPILED BY: M.
ROBINSON

W/E DATE (SUN)
02/05/21

TIME SHEET

[illegible]

DOCUMENT REFERENCE:	SIT-FM-009	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS	LAST REVISION DATE:	N/A	
		NEXT REVIEW DATE:	07/02/2014	

SITE MANAGER ALLOCATION SHEET w/e : 02/05/21 Mark Robinson			COST HEADINGS / HOURS				
DAY	LOCATION	TASK					
MONDAY	VSW	Site	9				
TUESDAY	Office – CS	Paul shadbolt came with samples. Download formwise revised drawings. Toilet programme review with MOB & RCH.	4.5				
	VSW	Collect tops from Duncan Reed	4.5				
WEDNESDAY	VSW	Meet SRM at Andy Thomas yard to cut stone, deliver laminate tops to site.	7				
	CS	Take mock up high table to JMS	2				
THURSDAY	W03	Replace multi point lock	3.5				
	office	Toby drinks	5.5				
FRIDAY	Office - CS	Door schedule to JMS, comment on BAM toilet programme, upload formwise revised drawings.	9				
SATURDAY							
SUNDAY							
TOTALS							

Client Account Name & Address:	Work or Site Address:
Raphael Contracting Limited	Hilton Hotel
	Victoria Square, Woking
Accounts Number:	Reporting To:
Purchase Number 32757	Auris Kulsinkas / Jason Wray

Apex Resources Limited
Apex House, 1 Bridle Path
Watford, Hertfordshire, WD17 1UE
Tel. 01923 200 111, Fax. 01923 200 112

apex
RESOURCES

CHAS
UK
REGISTERED
AS
A
QUALITY
ASSURED
FIRM

Details for Week Ending (Date):

02/05/2021

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

Trade	Name of Temp Worker	MON		TUE		WED		THU		FRI		SAT		SUN		Total Hours Worked Less Breaks	Basic Rate Hour	Overtime Rate Hour	Work Rate	Time Keeping Average	Conduct Attitude	Work Quality
		On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks	On Site Hours	Less Breaks									
carpenter	Harjinder Singh	✓ 9.50	1.00	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	34	34	N/A				
carpenter	Kewal Singh	✓ 9.50	1.00	9.50	1.00	7.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	40.5	40.5	N/A				
carpenter	Gheorghe Burlan	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Dumitru Dumitrana	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	34	42.5	N/A				
carpenter	Pushpinder Singh	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Balbir Singh	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Florin Cernea	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Daniel Nechifor	✓ 9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	N/A				

We confirm that the work has been carried out to our satisfaction. We certify that the total hours above are correct and will accept your account for the hours worked shown at the agreed rates. We understand, agree and accept all terms/conditions of business set out by Apex Resources Ltd. I confirm the works were completed without any supervision, direction or control as to the manner in which the works were completed. Receipt of this document via email from the Sender's company or individual it was intended for will be treated as authorisation to invoice as per our Terms & Conditions.

Signature: Jason Wray Name (in capitals): **JASON WRAY**

Position: **Project Manager** Date: **04/05/2021**

Consultant:

Branch Number & Notes: