

COMPILED BY: G.Buck
W/E DATE (SUN): 23-05-21

CONTRACT:
Knightsbridge

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	



REF:

COMPILED BY:
Slav Simonovic

TIME SHEET

CONTRACT: LORD'S C&E

W/E DATE (SUN):
23/05/21

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
S. Simonovic ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
S. Hirani ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
R. Rama ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
M. Bytautas ✓	/	/	7:30	5:00	7:30	5:00	/	/	/	/					
G. Diulgher ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	/	/					Agency
A. Sevtsenco ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					Agency
A. Zlioba ✓	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					Agency
A. Lidzins ✓	0730	1700	0730	1700	0730	1700	0730	1700	0730	1700					

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REF: WOKI 02
COMPILED BY:
J. WRAY
W/E DATE (SUN):
23.05.2021
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			
Hilton Hotel Woking - WOKI 02 - (RCL - PAYE)																
	✓	07:30	17:00	07:30	17:00	07:30	17:00	09:30	17:00	17:00	08:30	17:00	/	/	/	/
J. GODMAN	✓	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/	/	/	/	/
Hilton Hotel Woking - WOKI 02 - (RCL - CIS)																
Kuljinder. SINGH	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	FINISHED UP
B. RAMCHANDE	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	17:00	/	/	/	/
A. KULSINSKAS	✓	07:30	17:00	07:30	17:00	07:30	17:00	08:30	17:00	17:00	08:30	17:00	/	/	/	/
J. SWIFT	✓	/	/	/	/	/	/	/	/	/	/	/	/	/	/	FINISHED UP
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - PAYE)																
J. WRAY	✓							07:30	09:30	07:30	08:30					
Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)																
A. KULSINSKAS	✓							07:30	08:30	07:30	08:30					
Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)																
G BURLAN	✓	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	17:00	/	/	/	FINISHED UP
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	17:00	/	/	/	/

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TIME SHEET

CONTRACT
:Hersham FC

[illegible]

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[illegible]

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TIME SHEET

CONTRACT: Head Office(tenders)

[illegible]

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



23/05/2021

Details for Week Ending (Date):

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	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	On Site Hours	Less Breaks							
carpenter	Gheorghe Burlan	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	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	9.50	1.00	0.00	0.00	0.00	0.00	34	34	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	9.50	1.00	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	9.50	1.00	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	9.50	1.00	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	9.50	1.00	0.00	0.00	42.5	42.5	N/A				
carpenter	Cristinel Gherman	5.50	0.50	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	38.5	38.5	N/A				
carpenter	Marin Cudalb	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	34	34	N/A				
carpenter	Anton Schito	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	34	34	N/A				
carpenter	Eugeniu Marinov	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	34	34	N/A				

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

Consultant:

Branch Number & Notes:

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

Position: **Project Manager** Date: **24/05/2021**

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: G.Buck w/c : 17/05/2021		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	M&W GF office reception East and West wall panels refit	Supervision, setting out of wall and ceiling panels.	5hrs			
		Check setting out	2hrs			
		KNJ paperwork times, plant etc	2hrs			
TUESDAY	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	9hrs			
WEDNESDAY	M&W GF office reception L5 East stairs level 5 skirting	Supervision, setting out of wall and ceiling panels.	7hrs			
		Check setting out	2hrs			
THURSDAY	M&W GF office reception B2 corridor	Supervision, setting out of wall and ceiling panels.	7hrs			
		Supervision, setting out of ironmongery	2hrs			
FRIDAY	M&W GF office reception East lift lobby B2	Supervision, setting out of wall and ceiling panels.	6hrs			
		Setting out wall panels and marking cut outs	3hrs			
SATURDAY	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	6hrs			
SUNDAY						
TOTALS						

RAPHAEEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com			SITE MANAGER ALLOCATION SHEET		Name: Kes Kulsinskas w/c : 23-05-21	
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY						
TUESDAY	New Bond Street.	French polishing /Snagging Replacing damaged mirrors				6hrs
WEDNESDAY						
THURSDAY	Hersham FC	Installing fence posts and fence rails				9hrs
FRIDAY	Hersham FC	Installing fence posts and fence rails				9hrs
SATURDAY						
SUNDAY						
TOTALS						

RG RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com Tel: 020 8391			SITE MANAGER ALLOCATION SHEET		Name: Mark Robinson w/e: 23/05/21					
DAY	LOCATION	TASK	COST HEADINGS / HOURS							
MONDAY	Site – VSW	Site Visit	6							
	Office - CS	Issue drawings to JMS	3							
TUESDAY	Office - CS	Draft Meeting minutes, reply to e-mails, download Formwise drawings and issue to formwise.	9							
WEDNESDAY	Office – VSW	Order Laminate Panels JMS	2							
	Office - CS	Addendums to JMS, e-mails to Shadbolt, JMS Monthly	7							
THURSDAY	Office – CS	Update meeting minutes, issue RFA, issue Saper Glass photos	9							
	Site - CS	Pre-Start H&S Meeting								
FRIDAY	Home - CS	Gostand Teams Meeting	9							
SATURDAY										
SUNDAY										
TOTALS										

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Cheshington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: D Sanders w/c: 17-05-21	
DAY	LOCATION	TASK	COST HEADINGS / HOURS		
MONDAY	Head Office	Working on WOKING RCP door 4hrs Do times 1 hrs Take off for working guard rails 5hrs	WOKI03 10 hrs		
TUESDAY	Lords site visit Go to Space house to look at existing wall panels Teams meeting re Working doors & WC	Site visit to space house Site visit to lords Site visit to NBS Car park schedule and send to SRM for head & Jamb detail input Working on Woking programme	WOKI03 2 hrs	Lords02 4 hrs	Space site visit to look at Existing wall panels and concrete 4 hrs
WEDNESDAY	Head office	Do report for Lords and issued Update ironmongery /door and key suiting schedules for Lords and issue to ISG Sit in JMS meeting to discuss woking WC & car park joinery Complete Woking programme for JMS meeting Sort out bits for Hersham football ground fencing	WOKI03 7 HRS	Lords02 3	
THURSDAY	Hersham football ground Head Office	Meet Kes at Football ground, show him fencing requirements 5hrs Head Office Order signage and balance of ironmongery for Lords 2 hrs Woking door schedule 1 hrs Do meeting minutes for Woking WC & Car park 1 1/2 hrs	Hersham football 5 hrs	Lords02 2 hrs	Woking03 2 ½ hrs
FRIDAY	Working from Home	Revise RCL door schedule for RCP woking 7 hrs Upload drawings data sheets onto 4P for Woking WC and wall protection Go through email Document issue from 4P 3 hrs	Woking 03 10 hrs		

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Slav Simonovic w/c : 17/05/21						
DAY	LOCATION	TASK	COST HEADINGS / HOURS							
MONDAY	LORD'S	Site supervision, paperwork, DABs, meetings, Plant check, helping out. Setting out and shift kick plates,	7							
			2							
TUESDAY	"	Site supervision, paperwork, DABs, Setting out Mirrors, Check up, snagging, helping out, moving plant	5							
			4							
WEDNESDAY	"	Site supervision, DABs, Paperwork, housekeeping. Check ups and snagging	6							
			3							
THURSDAY	"	Site supervision, DABs, Paperwork, Check ups and snagging, fix missing fire strips.	9							
FRIDAY	"	Site supervision, DABs, Paperwork/submit weekly ISG package. Housekeeping. Moving palets and doors from L2. Collection of plant and leftovers. Check ups and snagging	3							
			4							
			2							
SATURDAY										
SUNDAY										
TOTALS										

RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road Tel: 020 8391 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com		SITE MANAGER ALLOCATION SHEET		Name: Jason Wray w/c : 17/05/2021	
DAY	LOCATION : VSW WOKI 02	TASK	COST HEADINGS / HOURS		
MONDAY	Office	Going through work & labour for the week with James & Auris	1 hr		
	Levels 00 to 09	H&S walk around site with Rachel Widows	1.5 hr		
	Office	Agency & RCL Time sheets etc.	2 hr		
	Office	Sort out new carps and Book Inductions	1 hr		
	Office	Read / Reply to e-mails & phone calls.	1.5 hr		
TUESDAY	Office	Sorting & Placing orders	2 hr		
	Office	Daily Briefing meting	0.5 h		
	Office	Going through safety paperwork, rams & work etc with new carps	1.0 hr		
	Office	Key handover for Level 01 & 06 lockers with SRM (J.M)	1.0 hr		
	Office	Daily Briefing meeting	0.5 hr		
WEDNESDAY	Office	Read / Reply to e-mails & phone calls.	2 hr		
	Levels 00 to 20	Walking site checking progress / Quality.	2 hr		
	Ground floor	Going through security requirements again for SI's required	1 hr		
	Office	Filling in IT&P's	2 hr		
	Office	Toolbox Talk.	0.5 hr		
THURSDAY	Ground & Office (WOKI 03)	Going through W/C drawings for JMS & Survey on site	1.5 hr		
	SRM Office	Collaborate planning review meeting.	1.5 hr		
	Office (WOKI 03)	Ordering materials & sorting deliveries	1.5 hr		
	SRM Office	Collaborate planning Look ahead meeting.	1.5 hr		
	Office	Daily Briefing meting	0.5 hr		
FRIDAY	Office	Read / Reply to e-mails & phone calls.	1 hr		
	Level 01 & 06	Looking into issues with Mag Locks with SRM & NG Baily	0.5 hr		
	Level 06	Walking site checking quality/Progress	1 hr		
	Office	Safety Paperwork for SRM	2 hr		
	Office	Read / Reply to e-mails & phone calls.	2.5 hr		
SATURDAY	Level 06	Checking progress.	1 hr		
	Office (WOKI 03)	Update public W/C vanity survey for JMS.	1 hr		
	Office	Daily Briefing meting	0.5 hr		
	Office	Progress Report for SRM	2 hr		
	Office	Booking in deliveries	0.5 hr		
	Home	Booking in new carps for induction	1 hr		
	Home	Read / Reply to e-mails	0.5 hr		

RG RAPHAEL CONTRACTING LTD Raphael House, 123 Roebuck Road 9100 Chessington, Surrey KT9 1EU www.raphaelcontracting.com Tel: 020 8391		SITE MANAGER ALLOCATION SHEET		Name: Aurelijus Kulsinskas w/c : 17-05-2021		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	Woking	Morning Site Walk and jobs allocations -3h. Acoustic panels to Ball Room – 1h. Mirrors and Towel Rails to Floors 18,19. Discuss with Carpenters – 1h. Bump Rails Level 6. Walk with Carpenters install locations discuss. -2h. Allocation Book – 1h				
TUESDAY	Woking	Morning Site Walk and jobs allocations – 3 h. New Carpenters start, set up. -3h. Level 6, Ball Room Switch frame detail discuss with carpenter – 1h. Maglocks survey Level 1, 9 – 1h Allocation Book – 1h				
WEDNESDAY	Woking	Morning Site Walk and jobs allocations – 3 h. Toilets Survey to Basement – Car Park Job – Electromechanical locks sort out to Level 6 – 2h Inspect ironmongery installs to Level 6 – 2h Walk with Architect Level 1 and Ground floor - 1h Allocation Book – 1h				
THURSDAY	Woking	Morning Site Walk and jobs allocations – 3 h. Car Park – Basement Toilets JMS worktops survey – 1h Level 6 Ironmongery sort out- 2h Level 6 drill hole for Electromechanical lock – 1h Site walk with McAlpines regarding Maglocks issues – 1h Allocation Book – 1h.				
FRIDAY	Woking	Morning Site Walk and jobs allocations – 3 h. Car Park – Basement Toilets JMS worktops survey – 1h Ironmongery check for level 6 – 1h. Bump Rails check level 6 – 1h. Check bump rails Level 11 – 14 linen rooms – 1h. Work permit to AV room, inspect works on security locks, level 6 – 1h. Allocation book 1 hours.				
SATURDAY						
SUNDAY						
TOTALS						