

**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 ✓     | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | Office |       | 07:30 | 17:00 |     |     |     |     |          |
| K.O'Malley ✓      | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30  | 17:00 | 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.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 | 14:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30  | 17:00 | 07:30 | 17:00 |     |     |     |     | to check |
|                   |       |       |       |       |       |       |        |       |       |       |     |     |     |     |          |
|                   |       |       |       |       |       |       |        |       |       |       |     |     |     |     |          |
|                   |       |       |       |       |       |       |        |       |       |       |     |     |     |     |          |
| C.Sanders ✓       | 0730  | 1700  |       |       |       |       |        |       |       |       |     |     |     |     |          |
| E.Amanuag ✓       | 0730  | 1700  |       |       |       |       |        |       |       |       |     |     |     |     |          |
|                   |       |       |       |       |       |       |        |       |       |       |     |     |     |     |          |
|                   |       |       |       |       |       |       |        |       |       |       |     |     |     |     |          |

REF: WOKI 02 &  
WOKI 03

COMPILED BY:  
J. WRAY

W/E DATE (SUN):  
13.02.2022

**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 | IN  | OUT |                               |
| Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - PAYE) |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                               |
| J. WRAY                                                        | 09:30 | 17:00 | 09:30 | 17:00 | /     | /     | /     | /     | 07:30 | 17:00 | /   | /   | /   | /   |                               |
| J. BASQUILLE                                                   | 07:30 | 17:00 | 09:30 | 17:00 | 07:30 | 17:00 | 07:30 | 13:00 | 07:30 | 17:00 | /   | /   | /   | /   |                               |
| J. SMITH                                                       | 07:30 | 17:00 | 07:30 | 17:00 | HOL   | HOL   | /     | /     | /     | /     | /   | /   | /   | /   | H/O on Thur                   |
| Red Carpark & Public Toilets - Woking - WOKI 03 - (RCL - CIS)  |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                               |
| K. KULSINSKAS                                                  | 15:00 | 17:00 | 12:00 | 17:00 | 07:30 | 12:30 | 07:30 | 13:00 | 07:30 | 12:30 | /   | /   | /   | /   | Price work Tue Afternoon 20.5 |
| M. BYTAUTAS                                                    | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 13:00 | /     | /     | /   | /   | /   | /   |                               |
| S. SINGH BURMI                                                 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 13:00 | /     | /     | /   | /   | /   | /   |                               |
| Balbir. SINGH                                                  | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 13:00 | 07:30 | 17:00 | /   | /   | /   | /   |                               |
| Pushpinder. SINGH                                              | HOL   | HOL   | HOL   | HOL   | HOL   | HOL   | HOL   | HOL   | HOL   | HOL   | /   | /   | /   | /   | Back Next Wed                 |
| Hilton Hotel Woking - WOKI 03 - (Formwise)                     |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                               |
| P. JAWORSKI                                                    | /     | /     | /     | /     | 07:30 | ???   | /     | /     | /     | /     | /   | /   | /   | /   |                               |
| J. KARDYNAL                                                    | /     | /     | /     | /     | 07:30 | ???   | /     | /     | /     | /     | /   | /   | /   | /   |                               |
| Hilton Hotel Woking - WOKI 02 - (RCL - PAYE)                   |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                               |
| J. WRAY                                                        | 07:30 | 09:30 | 07:30 | 09:30 | /     | /     | 07:30 | 17:00 | /     | /     | /   | /   | /   | /   |                               |
| J. BASQUILLE                                                   | /     | /     | 07:30 | 09:30 | /     | /     | 13:00 | 17:00 | /     | /     | /   | /   | /   | /   |                               |

|                                        |                   |                    |                                                            |                                 |             |
|----------------------------------------|-------------------|--------------------|------------------------------------------------------------|---------------------------------|-------------|
| 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 |
|----------------------------------------|-------------------|--------------------|------------------------------------------------------------|---------------------------------|-------------|

|                                             |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |   |   |   |   |   |             |
|---------------------------------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|---|---|---|---|---|-------------|
| J. SMITH                                    | ✓ | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | / | / | / | / | / | / | H/O on Thur |
| Hilton Hotel Woking – WOKI 02 – (RCL – CTS) |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |   |   |   |   |   |             |
| K. KULINSKAS                                | ✓ | 07:30 | 15:00 | 07:30 | 12:00 | 12:30 | 17:00 | 13:00 | 17:00 | 12:30 | 17:00 | 12:30 | 17:00 | 12:30 | 17:00 | 13:00 | 17:00 | 12:30 | 17:00 | 07:30 | 17:00 | / | / | / | / | / | / |             |
| M. BYTAUTAS                                 | ✓ | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | 13:00 | 17:00 | 13:00 | 17:00 | 07:30 | 17:00 | / | / | / | / | / | / |             |
| S. SINGH BURMI                              | ✓ | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | 13:00 | 17:00 | 13:00 | 17:00 | 07:30 | 17:00 | / | / | / | / | / | / |             |
| Balbir. SINGH                               | ✓ | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | 13:00 | 17:00 | 13:00 | 17:00 | 07:30 | 17:00 | / | / | / | / | / | / |             |
| Head Office (RCL – PAYE)                    |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |   |   |   |   |   |             |
| J. WRAY                                     | ✓ | /     | /     | /     | /     | 07:30 | 17:00 | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | / | / | / | / | / | / |             |

|                                        |                   |                    |                                                            |                                 |             |
|----------------------------------------|-------------------|--------------------|------------------------------------------------------------|---------------------------------|-------------|
| 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 2 of 1 |
|----------------------------------------|-------------------|--------------------|------------------------------------------------------------|---------------------------------|-------------|



RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 8/2/22

CONTRACT

OPERATION

H.O. Cell Timer

Dec Timber to Richards

Dec to Woking.

Woking

cell Travis Perkins

Dec KNIGHTS BRIDGE

REF

1 1/2

1 1/2

2

1 1/2

1 1/2

2 1/2

9

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TO  
HO

JOE DYETT

1 1/2

1 1/2

2

1 1/2

1 1/2

2 1/2

9

WOKING  
KNIGHTS  
BRIDGE

WOKING

KNIGHTS  
BRIDGE

TOTALS

9

TYPE OF MACHINE

KNIG01 (E5)

3.

WOK03

2

KNIG02

4.

RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 9/2/22

CONTRACT

OPERATION

COHL LORRY FRANKS  
BK65 UJA

LOAD LORRY @ JMS

COHL CONTROL NOTT.

LUNCH

DET TO CANNON ST

REF

3

2

3 1/2

1/2

5

14

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOT  
HRS

JOE DYER

3

2

3 1/2

1/2

5

14

13 1/2

TOTALS

9(2)2

TYPE OF MACHINE

5MS61.

9(2)2

RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 10/2/22

CONTRACT

OPERATION

Rtn Lorry to Frankin  
coll VAN - UNLEAD VAN  
coll GAS - fork LIFT.  
LOAD VAN  
Del P. HAUGH  
UNLEAD  
Del to H.O.  
Del to Alex HUNTER

REF

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

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TO  
HO

JOE DYETT

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

10

TOTALS

10 1/4  
9 (1 1/4)

TYPE OF MACHINE

JMS81

9 (1 1/4)

| <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></div></div> |                  |                                                                                                                                                                                   | SITE MANAGER ALLOCATION SHEET |  | Name: Auris Kulsinskas<br>w/c : 07/02/2022 |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------------------------------------------|--|--|--|--|--|--|--|
| 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>SI-57. Setup Carpenters.                                                   | 9                             |  |                                            |  |  |  |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                     | 25 Cannon Street | Morning Site Walk and jobs allocation.<br>Soap system to DDA toilets- check installs.<br>Towel storage units in Female Changing rooms checks.                                     | 9                             |  |                                            |  |  |  |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                   | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Materials Order.<br>Delivery reception desk, coordination.<br>Check D-handles and push plates to doors.<br>Toolbox Talk.               | 9                             |  |                                            |  |  |  |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                    | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>Towel storage installs to Male Changing Room-<br>Check dimensions.<br>Drop rails to DDA toilets. Installation details discuss with 3v. | 9                             |  |                                            |  |  |  |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                      | 25 Cannon Street | Morning Site Walk and jobs allocations.<br>SI-53. Walk with BAM to discuss Maglocks install.<br>Move RCL desk to new location.                                                    | 9                             |  |                                            |  |  |  |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                    |                  |                                                                                                                                                                                   |                               |  |                                            |  |  |  |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                      |                  |                                                                                                                                                                                   |                               |  |                                            |  |  |  |  |  |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                 |                  |                                                                                                                                                                                   |                               |  |                                            |  |  |  |  |  |  |  |

22/02/2022 (2-3)

|                                                                                                                                                                                                                                                           |                         |                                                                                                                                                                                  |        |                                                           |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------|--|--|--|
| <div><div><div><div><div></div><div>RGL</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></div> |                         | <div>SITE MANAGER ALLOCATION SHEET</div>                                                                                                                                         |        | <div>Name: Kes Kulsinskas</div> <div>w/c : 07-02-22</div> |  |  |  |
|                                                                                                                                                                                                                                                           |                         | COST HEADINGS / HOURS                                                                                                                                                            |        |                                                           |  |  |  |
| DAY                                                                                                                                                                                                                                                       | SITE/LOCATION           | TASK                                                                                                                                                                             | WOKI02 | WOKI03                                                    |  |  |  |
| MONDAY                                                                                                                                                                                                                                                    | Woking Car park & Hotel | Snagging in Hotel all floors 7Hrs<br>DABS meeting and paperwork + going through works with J.W in office and carpenters on site.2Hrs                                             | 7Hrs   | 2Hrs                                                      |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                   | Woking Car park & Hotel | Snagging and unloading Datum new door sets in Hotel 4.5Hrs<br>Fitting rubber bump rails in basement                                                                              | 4.5Hrs | 4.5Hrs                                                    |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                 | Woking Car park         | Snagging in Hotel all floors 4.5Hrs<br>DABS meeting , paperwork + going through works with carpenters on site in car park and public wc. 4.5Hrs                                  | 4.5Hrs | 4.5Hrs                                                    |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                  | Woking Car park         | Snagging and fitting New datum door sets in stair 1 L22 Hotel 4Hrs<br>DABS meeting , paperwork + going through works with carpenters on site in car park and public wc. 5hrs     | 4hrs   | 5Hrs                                                      |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                    | Woking Car park         | Snagging and fitting New datum door sets in stair 1 L21 Hotel 4.5Hrs<br>DABS meeting , paperwork + going through works with carpenters on site in car park and public wc. 4.5Hrs | 4.5Hrs | 4.5Hrs                                                    |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                  |                         |                                                                                                                                                                                  |        |                                                           |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                    |                         |                                                                                                                                                                                  |        |                                                           |  |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                               |                         |                                                                                                                                                                                  |        |                                                           |  |  |  |

| RAPHAEEL CONTRACTING LTD<br>Raphael House, 123 Roebuck Road    Tel: 020 8391 9100<br>Cheshington, Surrey KT9 1EU<br>www.raphaelcontracting.com |                            | SITE MANAGER ALLOCATION SHEET                                                                                      |                       | Name: Mark Robinson<br>w/e: 13/02/22 |         |         |     |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------|---------|---------|-----|
| DAY                                                                                                                                            | SITE/LOCATION              | TASK                                                                                                               | COST HEADINGS / HOURS |                                      |         |         |     |
|                                                                                                                                                |                            |                                                                                                                    | WOKI 02               | CANN 01                              | HOXT 01 | HEAD 01 | W03 |
| MONDAY                                                                                                                                         | Site - HH                  | Programme meeting, site walk, shower samples                                                                       |                       |                                      | 9       |         |     |
| TUESDAY                                                                                                                                        | Site – CS<br>- HH<br>- W03 | Formwise/shadbolt EOT pilaster issues<br>JMS RFI reply,<br>View snag issues                                        |                       | 3                                    | 3       |         | 3   |
| WEDNESDAY                                                                                                                                      | Site – CS<br>- HH<br>- W03 | Meet shadbolt to view cubicle door hinge issue<br>Programme meeting minutes<br>Update on 2 year defects to McLaren |                       | 5                                    | 3       |         | 1   |
| THURSDAY                                                                                                                                       | Site - CS                  | Commercial meeting, reply to non conformance,<br>source alternative dali drivers                                   |                       | 9                                    |         |         |     |
| FRIDAY                                                                                                                                         | Office – CS<br>-HH         | Addendum dali drivers, commercial review with JRH<br>Trying to sort out door assessments                           |                       | 6                                    | 3       |         |     |
| SATURDAY                                                                                                                                       |                            |                                                                                                                    |                       |                                      |         |         |     |
| SUNDAY                                                                                                                                         |                            |                                                                                                                    |                       |                                      |         |         |     |
| TOTAL HOURS                                                                                                                                    |                            |                                                                                                                    |                       |                                      |         |         |     |

|                                                                                                                                                                                                                                                        |                         |                                                                                                                                                                                                                                                                                                                                                              |        |                                                                        |         |          |        |
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| <div><div><div><div><div></div><div>RAPHAEL</div></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></div></div></div> |                         | <div><div>SITE MANAGER ALLOCATION</div><div>SHEET</div></div>                                                                                                                                                                                                                                                                                                |        | <div><div>Name: D Sanders</div><div>w/c: Monday 07/02/2022</div></div> |         |          |        |
|                                                                                                                                                                                                                                                        |                         | COST HEADINGS / HOURS                                                                                                                                                                                                                                                                                                                                        |        |                                                                        |         |          |        |
| DAY                                                                                                                                                                                                                                                    | SITE/LOCATION           | TASK                                                                                                                                                                                                                                                                                                                                                         | WOKI03 | HEAD01                                                                 | REPT 01 | Mary 01? | Woki02 |
| MONDAY                                                                                                                                                                                                                                                 | Head Office             | 1/ Adjust Marylebone house RCL door tender schedule to include Selo's revised Db ratings /FR & prices for Simon<br>2/ Do times<br>3/Print off Drawings on set up a file for Millennium bridge House tender<br>4/ send enquirers to Shadbolt and JMS re post contract works at Woking Hilton Hotel<br>5/ send enquires to JMS re planters at Marylebone house |        | 10                                                                     |         |          |        |
| TUESDAY                                                                                                                                                                                                                                                | Head office             | 1/ issue JMS drawings for Repton onto 4P and update schedules<br>2/Send JMS Rushworth joinery package for Pricing<br>3/ update RCL's Woking installation programme<br>4/ Adjust RCL installation programme for Repton Gardens<br>5/ Check Fields door quote for Repton Gardens<br>6/ File and go through Millennium bridge House tender drawings and doc's   | 2      | 5                                                                      | 3       |          |        |
| WEDNESDAY                                                                                                                                                                                                                                              | Head Office             | 1/ Working on Repton, sorting meeting agenda and answering JMS questions<br>2/ Set up a file for tender meeting at Aldgate with McLaren                                                                                                                                                                                                                      |        |                                                                        |         |          |        |
| THURSDAY                                                                                                                                                                                                                                               | New Palace yard Aldgate | 1/ site induction and walk around site New Palace Yard<br>2/ Tender meeting with Simon and McLaren Aldgate<br>3/ do meeting minutes for above meetings<br>4/ Download and issue JMS commented drawing, plus update schedules for Repton Gardens                                                                                                              |        | 10                                                                     |         |          |        |
| FRIDAY                                                                                                                                                                                                                                                 | Woking Site             | 1/ downloading tender doc's for Simon for Millennium bridge House<br>2/ Walk around site with Kes to check progress<br>3/ meet up with SRM to look at BOH protection areas                                                                                                                                                                                   | 5      | 5                                                                      |         |          |        |
| SATURDAY                                                                                                                                                                                                                                               |                         |                                                                                                                                                                                                                                                                                                                                                              |        |                                                                        |         |          |        |
| SUNDAY                                                                                                                                                                                                                                                 |                         |                                                                                                                                                                                                                                                                                                                                                              |        |                                                                        |         |          |        |
| TOTAL HOURS                                                                                                                                                                                                                                            |                         |                                                                                                                                                                                                                                                                                                                                                              |        |                                                                        |         |          |        |

| <div><div><div><div><div></div><div>RG</div></div><div>RAPHAEL</div></div><div>CONTRACTING LTD</div></div><div>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br/>Chessington, Surrey KT9 1EU<br/>www.raphaelcontracting.com</div></div> |                                                     | SITE MANAGER ALLOCATION<br>SHEET                                                                                                                  |                                                                           | Name: Jason Wray.<br>w/c : 07/02/2022 |         |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------|---------|--|--|
| DAY                                                                                                                                                                                                                                          |                                                     | SITE/LOCATION                                                                                                                                     | TASK                                                                      | COST HEADINGS / HOURS                 |         |  |  |
|                                                                                                                                                                                                                                              |                                                     |                                                                                                                                                   |                                                                           | WOKI 02                               | WOKI 03 |  |  |
| MONDAY                                                                                                                                                                                                                                       | Office                                              | Office<br>Hotel L6 to L20<br>Office<br>Office<br>Tower Basement & L1<br>Carpark GF core 4<br>Public Toilets<br>Public Toilets<br>Office<br>Office | Operatives lateral flow testing & Daily briefing                          | 0.5                                   | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Read / Reply to e-mails & phone calls (WOKI-02)                           | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              | Hotel L6 to L20                                     |                                                                                                                                                   | Supervising snagging in hotel and signing off on Field view               | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Daily Briefing meting (WOKI-02)                                           | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Time sheets and paperwork etc                                             |                                       | 1.5     |  |  |
|                                                                                                                                                                                                                                              | Tower Basement & L1                                 |                                                                                                                                                   | Supervising carps fitting wall guard rail                                 |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Carpark GF core 4                                   |                                                                                                                                                   | Supervising carps in Carpark fitting new MDF reveals                      |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Public Toilets                                      |                                                                                                                                                   | Supervising operatives installing Grab rails                              |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Public Toilets                                      |                                                                                                                                                   | Supervising operatives re-fitting IPS panels                              |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Updating RCP door schedule & Ordering components for new door set         |                                       | 1.5     |  |  |
| TUESDAY                                                                                                                                                                                                                                      | Office                                              | Office<br>Office<br>Hotel & Office<br>Office<br>Tower Basement & L1<br>Red Carpark GF<br>Public Toilets<br>Office                                 | Read / Reply to e-mails & phone calls (WOKI-03) & Allocation sheets       |                                       | 1.5     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Read / Reply to e-mails & phone calls (WOKI-02)                           | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Daily Briefing meting (WOKI-02)                                           | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              | Hotel & Office                                      |                                                                                                                                                   | Supervising snagging in hotel and signing off on Field view               | 1.0                                   |         |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Toolbox Talk                                                              |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              | Tower Basement & L1                                 |                                                                                                                                                   | Supervising carps fitting wall guard rail                                 |                                       | 1.0     |  |  |
|                                                                                                                                                                                                                                              | Red Carpark GF                                      |                                                                                                                                                   | Supervising carps in Carpark fitting door sets to core 3                  |                                       | 1.0     |  |  |
|                                                                                                                                                                                                                                              | Public Toilets                                      |                                                                                                                                                   | Supervising operatives installing Grab rails                              |                                       | 1.0     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Read / Reply to e-mails & phone calls (WOKI-03) & Allocation sheets       |                                       | 3.5     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Operatives lateral flow testing & Toolbox talk to Formwise                |                                       | 1.0     |  |  |
| WEDNESDAY                                                                                                                                                                                                                                    | Office                                              | Office<br>Office<br>Home                                                                                                                          | Going through works with Formwise                                         |                                       | 1.0     |  |  |
|                                                                                                                                                                                                                                              | Office                                              |                                                                                                                                                   | Felt III & tested positive for Covid , so went home and monitored e-mails | 3.5                                   |         |  |  |
| THURSDAY                                                                                                                                                                                                                                     | WORKING FROM HOME DUE TO TESTING POSITIVE FOR COVID |                                                                                                                                                   | lateral flow testing – Still Positive                                     | 0.5                                   |         |  |  |
|                                                                                                                                                                                                                                              |                                                     |                                                                                                                                                   | Felt III with Covid , monitored e-mails & phone call's                    | 8.5                                   |         |  |  |
| FRIDAY                                                                                                                                                                                                                                       | WORKING FROM HOME DUE TO TESTING POSITIVE FOR COVID |                                                                                                                                                   | lateral flow testing – Still Positive                                     |                                       | 0.5     |  |  |
|                                                                                                                                                                                                                                              |                                                     |                                                                                                                                                   | Read / Reply to e-mails & phone calls (WOKI-03) & Allocation sheet        |                                       | 8.5     |  |  |
| SATURDAY                                                                                                                                                                                                                                     |                                                     |                                                                                                                                                   |                                                                           |                                       |         |  |  |
| SUNDAY                                                                                                                                                                                                                                       |                                                     |                                                                                                                                                   |                                                                           |                                       |         |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                  |                                                     |                                                                                                                                                   |                                                                           |                                       |         |  |  |