

RG 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 : 03/05/2021		
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY		Bank Holiday				
TUESDAY	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	6hrs			
	West reception & security room	Supervision, installation of wallpaper & window boards	3hrs			
WEDNESDAY	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	3hrs			
	East reception	Supervision, installation of joinery & stone tops	3hrs			
THURSDAY	West reception	Supervision, installation of wallpaper & stone tops	3hrs			
	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	5hrs			
FRIDAY	West reception	Supervision, Removal of door sets as instructed.	2hrs			
	M&W GF office reception	Supervision, installation of wallpaper	2hrs			
	M&W GF office reception	Supervision, setting out of wall and ceiling panels.	3hrs			
	West reception	Supervision, installation of desks and bookcases.	3hrs			
SATURDAY	East reception	Supervision, installation of desks.	3hrs			
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: Aurelijus Kulsinskas w/c: 26.04.2021				
DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY	Woking	Induction – 4 hours Site walk with Jason- 3 hours Setting carpenters level 1 and inspecting ironmongery to doors. – 2 hours						
TUESDAY	Woking	Site Morning Walk – 2 hours Level 20 walk with Stuart Hall and explained carpenters works to be done – 2 hours Level 1 wall buffers inspection and carpenters setup- 3 hours. Level 6 acoustic panels picture frame sets sort out. – 2 hours						
WEDNESDAY								
THURSDAY	Woking	Level 6 acoustic panels check and discuss missing details with carpenters – 3 hours. Parking toilets inspection walk with Jason - 1 hour Pallet with packaging for Shower seats delivery – 1 hour Level 1 ironmongery and buffers check inspection – 3 hours. Paperwork – 1 hour.						
FRIDAY	Woking	Site Morning walk -2 hours Working Basement Survey with Lee Bates – 2 hours Level 9 snag list with Harry Jenar – 1 hour						

		Level 1 walk with Terry Barnes – 1 hour Level 6 Acoustic panels details discuss with carpenters – 2 hours. Level 1 desk installation details discuss with carpenters – 1 hour.							
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: K.Kulsinskas w/c : 09-05-21						
DAY	LOCATION	TASK	COST HEADINGS / HOURS								
MONDAY	X	X	X	X	X	X	X	X	X	X	
TUESDAY	NBS	Fitting reception desk Paperwork									
WEDNESDAY	NBS	Fitting reception desk									
THURSDAY	NBS	Fitting kick plates Snagging and fitting door signs									
FRIDAY	NBS	Snagging									
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		w/e : 09/05/21 Mark Robinson				
DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY								
TUESDAY	Office	Prep for MR Internals CS – Download drawings and issue to JMS & Formwise	6					
WEDNESDAY	Office	Internals	9					
THURSDAY	VSW - Site		9					
FRIDAY	Office	CS – Upload Formwise Drawings, Go through Formwise costs with JRH, send drawings to Formwise	9					
SATURDAY								
SUNDAY								
TOTALS								

SITE MANAGER ALLOCATION SHEET

Name: D Sanders
w/c : 10-05-21

DAY	LOCATION	TASK	COST HEADINGS / HOURS					
MONDAY		Bank holiday						
TUESDAY	Lords & NBS and working from home	Site visits to Lords and NBS PLUS teams meeting for working WC's & space house tender	Lord02 4 hrs	NBS02 4 hrs	WOKIO3 1 ½ hrs	Tender 1 hr		
WEDNESDAY	Head office Working site and working from home	Go to office first thing, work on lords decking& working toilets plus try to sort out 6 temp doors set for lords. Go to working to drop off samples to SRM. Teams meeting to discuss working WC's, look through space house drawings and do take offs	Lords02 4 hrs	WOKIO2 4 hrs	Tender 2 ½ hrs			
THURSDAY	Head office	Space house print off drawings & do take offs Working corner guard and wall protection take off Working -sort our information for tender on thermal door sets	Tender 10 ½ hrs					
FRIDAY	Head Office	Space house tender take offs, teams meeting for working doors, Working corner guard and wall protection take off	WOKIO2 2hrs	Tender 8 ½ hrs				
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: Slav Simonovic w/c : 03/05/21	
DAY	LOCATION	TASK	COST HEADINGS / HOURS			
MONDAY	LORD'S B/H					
TUESDAY	"	Site supervision, paperwork, DABs, plant check, Daywork sheets Patch locks to 02.02, 02.03 door sets, cut frame 03.52 to the required size, cut hinges	7 2			
WEDNESDAY	"	Site supervision, DABs, Paperwork, meetings Snagging to door sets, Remove temporary door from PAVA room 00.08 remake frame. Move Doors to allow screed works L 3 Edrich, Move storage and work shop to allow tarmac.	3 2 1 3			
THURSDAY	"	Site supervision, DABs, Paperwork, Move storage. Clean excessive foam, snagging to door sets	5 4			
FRIDAY	"	Site supervision, DABs, Paperwork/submit weekly ISG package. Move new doors to L 2 temporary storage. Housekeeping, shift ironmongery, move workshop, to allow tarmac	4 2 3			
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 : 03/05/2021	
DAY	LOCATION : VSW	TASK	COST HEADINGS / HOURS		
MONDAY	B/H	B/H			
TUESDAY	Office	Going through work with James & Auris	0.5 hr		
	Office	Agency & RCL Time sheets etc.	2 hr		
	Office	Read / Reply to e-mails & phone calls.	1 hr		
	Level 01	Checking works on desks and Bump rails	0.5 hr		
	Level 06	Checking Acoustic Panel works in ballroom & pre-function.	0.5 hr		
	Level 08	Checking Superior Stones work in meeting room 03 & Buffet Counter	0.5 hr		
	Office	Going Through Security Ironmongery with James & Auris.	1 hr		
WEDNESDAY	Office	Sorting out new labour & filling in induction forms	1 hr		
	Office	Daily Briefing meting	0.5 hr		
	Office	Writing a schedule for Security Ironmongery	2 hr		
	Office	Toolbox Talk	0.5 hr		
	Office & Site	Sorting out new Carps (Left due to not wanting to wear masks)	0.5 hr		
	Level 08	Going through snags on Level 08 with Superior Stone	1.5 hr		
	Level 06	Going through works in ballroom, Pre-function & back of house	1 hr		
THURSDAY	Level 09	Going through additional works (Cable ways to guest rooms) with SRM	0.5 hr		
	Site (Varies Levels)	Going through missing Ironmongery with Auris.	1 hr		
	Office	Co-Ordination meting (Guest Rooms)	0.5 hr		
	Office	Daily Briefing meting	0.5 hr		
	Office	Read / Reply to e-mails & phone calls.	1 hr		
	Office	Writing a schedule for Security Ironmongery	2.5 hr		
	Office	Toolbox Talk	0.5 hr		
FRIDAY	Office	Going through works and issues with M.R	1 hr		
	Office	Collaborate planning review meeting.	1 hr		
	Office	Collaborate planning Look ahead meeting.	2 hr		
	Office	Daily Briefing meting	0.5 hr		
	Office	Read / Reply to e-mails & phone calls.	0.5 hr		
	Office	Writing a schedule for Security Ironmongery	1.5 hr		
	Levels 00 to 06	Walking site checking progress & quality.	1.5 hr		
	Level 09	Investigating cables for guest room contacts	1 hr		
	Office	Safety Paperwork for SRM	2 hr		
	Office	Read / Reply to e-mails & phone calls.	1.5 hr		
	Level 16	Look into issues with door faces lifting (Shadbolt)	1 hr		
	Office	Sort out new carp and Book Inductions	0.5 hr		
	Office	Daily Briefing meting	0.5 hr		
	Level 01	Going through Vanity wall setting out	1 hr		
	Levels 00 to 20	Walking site checking progress.	1 hr		

	Office	Progress Report for SRM	2 hr						
SATURDAY									
SUNDAY									
TOTALS									

REF: WOKI 02
COMPILED BY:
J. WRAY
W/E DATE (SUN):
09.05.2021
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	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
J. GODMAN	✓	B/H	07:30	17:00	/	/	/	/	/	/	/	/	/	/	
Hilton Hotel Woking – WOKI 02 – (RCL – CIS)															
Kuljinder. SINGH	✓	B/H	/	/	/	/	07:30	17:00	07:30	17:00	/	/	/	/	
B. RAMCHAND	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
A. KULSINKAS	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	not paid
J. SWIFT	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Hilton Hotel Woking – WOKI 02 – (AGENCY – Apex Ltd)															
Kawal. SINGH	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Harjinder. SINGH	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
G BURLAN	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
D. DUMITRANA	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Pushpinder. SINGH	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
Balbir. SINGH	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
F. CERNEA	✓	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
D. NECHIFOR	✓	B/H	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	✓	B/H	B/H	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/
												/
Hilton Hotel Woking - WOKI 02 - (SUPERIOR STONE)												
K. SMITH		B/H	B/H	07:30	16:30	/	/	/	/	/	/	/
A. MIERZYNski		B/H	B/H	07:30	16:30	/	/	/	/	/	/	/
M. POPPA		B/H	B/H	07:30	16:30	/	/	/	/	/	/	/
Hilton Hotel Woking - WOKI 02 - (SUPERIOR STONE)												
R. FAGG		B/H	B/H	08:30	15:30	/	/	07:30	09:30	/	/	/

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 2 of 1
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REF:

 COMPILED BY:
 Slav Simonovic

TIME SHEET

LORD'S C&E

 W/E DATE (SUN) :
 09/05/21

CONTRACT :

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	✓	B/H	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
S. Hirani	✓	B/H	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
R. Rama	✓	B/H	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
	✓														
G. Diulgher	✓	B/H	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					Agency
A. Ignatjevs	✓	B/H	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					Agency

TIME SHEET
CONTRACT:
Knightsbridge

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
G.Buck	bank	hol	7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30					
K. O'Malley	bank	hol	7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30					
V.Baliuevicius			7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:00			
R.Canacrai			7:30	16:30	7:30	16:30			7:30	16:30	7:30	16:00			
A.Lidius			7:30	16:30	7:30	16:30	7:30	16:30							
J.Smith	bank	hol	hol	hol	hol	hol	hol	hol	hol	hol					
A.Statts			7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30					
L.Zabita			7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:00			
G.Zabita			7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:30	7:30	16:00			

TIME SHEET

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
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Client Account Name & Address: Work or Site Address:
Raphael Contracting Limited Hilton Hotel
Victoria Square, Woking

Accounts Number: Reporting To:
Purchase Number 32757 Auris Kulsinskas / Jason Wray

Details for Week Ending (Date):

09/05/2021

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	Poor				
		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				1	2	3	4	5
carpenter	Harjinder Singh	0.00	0.00	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	Kewal Singh	0.00	0.00	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	Gheorghe Burlan	0.00	0.00	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	Dumitru Dumitrana	0.00	0.00	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	0.00	0.00	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	Balbair Singh	0.00	0.00	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	Florin Cernea	0.00	0.00	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	Daniel Nechifor	0.00	0.00	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					

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: **10/05/2021**

REF:

COMPILED BY
K.Kulsinskas

TIME SHEET

CONTRACT :123
New Bond St.

W/E DATE (SUN)
09-05-21

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 ✓	X	X	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
H.Manilal ✓	X	X	X	X	7:30	17:00	7:30	17:00	7:30	11:00					
M.Bytrautas ✓	X	X	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
R.Ramgi ✓	X	X	7:30	17:00	7:30	17:00	7:30	17:00	7:30	17:00					
D.Conyers ✓	X	X	10:30	17:00	8:00	17:00	08:30	17:00	X	X					
Kachan Maksym ✓	X	X	10:30	17:00	8:00	17:00	7:30	17:00	7:30	17:00					Agency Ricas LTD
Roman Dunka ✓	X	X	X	X	7:30	17:00	7:30	17:00	7:30	17:00					Agency Ricas LTD

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