

REF: WOKI 02

**TIME SHEET**

COMPILED BY:  
J. WRAY

W/E DATE (SUN):  
16.05.2021

**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 | /   | /   | /   | /                   |
| J. GODMAN                                                                                       | ✓   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /     | /     | /     | /     | /   | /   | /   | /                   |
| Hilton Hotel Woking - WOKI 02 - (RCL - CIS)                                                     |     |       |       |       |       |       |       |       |       |       |       |     |     |     |                     |
| Kuljinder. SINGH                                                                                | ✓   | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /   | /   | /   | /                   |
| 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 | /     | /     | 11:00 | 14:00 | 07:30 | 12:00 | 07:30 | 17:00 | /   | /   | /   | /                   |
| 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 03 - (RCL - CIS)                                                     |     |       |       |       |       |       |       |       |       |       |       |     |     |     |                     |
| A. KULSINSKAS                                                                                   | ✓   | /     | /     | 07:30 | 17:00 | 14:00 | 17:00 | /     | /     | /     | /     | /   | /   | /   | /                   |
| Working at Head Office on 25 Cannon Street on Wednesday & Maintenance on Thursday - (RCL - CIS) |     |       |       |       |       |       |       |       |       |       |       |     |     |     |                     |
| A. KULSINSKAS                                                                                   | ✓   | /     | /     | /     | /     | 07:30 | 11:00 | 12:00 | 17:00 | /     | /     | /   | /   | /   | repair to roof area |
| Hilton Hotel Woking - WOKI 02 - (AGENCY - Apex Ltd)                                             |     |       |       |       |       |       |       |       |       |       |       |     |     |     |                     |
| Kawal. SINGH                                                                                    | ✓   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | FINISHED UP         |
| Harjinder. SINGH                                                                                | ✓   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | FINISHED UP         |
| G BURLAN                                                                                        | ✓   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 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 1 of 1 |
|----------------------------------------|-------------------|--------------------|------------------------------------------------------------|---------------------------------|-------------|

|                                                                              |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |   |   |             |
|------------------------------------------------------------------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|---|---|-------------|
| D. DUMITRANA                                                                 | ✓ | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | / | / | / |             |
| Pushpinder. SINGH                                                            | ✓ | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | / | / | / |             |
| Balbir. SINGH                                                                | ✓ | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 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 | 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 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | / | / | / |             |
| C. GHERMAN                                                                   | ✓ | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 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 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | / | / | / | FINISHED UP |
|                                                                              |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |   |   |   |             |

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

1

TIME

|  |             |           |           |  |  |          |           |          |  |  |  |  |  |  |
|--|-------------|-----------|-----------|--|--|----------|-----------|----------|--|--|--|--|--|--|
|  | S. Srinivas | S. Hirani | R. Ramesh |  |  | G. Divya | A. Seetha | A. Zilip |  |  |  |  |  |  |
|--|-------------|-----------|-----------|--|--|----------|-----------|----------|--|--|--|--|--|--|

COMPILED BY: G.Buck  
W/E DATE (SUN): 16-05-21

## TIME SHEET

**CONTRACT:**  
**Knightsbridge**

[illegible]

## TIME SHEET

**CONTRACT :123**  
**New Bond St.**

[illegible]

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

## TIME SHEET

**CONTRACT:** Head Office(tenders)

**CONTRACT:**

[illegible]

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

| <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><a href="http://www.raphaelcontracting.com">www.raphaelcontracting.com</a></div></div></div><div><div>SITE MANAGER ALLOCATION SHEET</div><div>Name: Slavomir Simonovic<br/>w/c : 10/05/21</div></div></div> |          |                                                                                                                                                                   |                       |  |  |  |  |  |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|--|--|--|--|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                                                                                                                    | LOCATION | TASK                                                                                                                                                              | COST HEADINGS / HOURS |  |  |  |  |  |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                                                                                                                                 | LORD'S   | Site supervision, paperwork, DABs, meetings, check ups<br>Helping out to Install door sets to L2 and L3 Edr.                                                      | 6                     |  |  |  |  |  |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                                                                                                                                | "        | Site supervision, paperwork, DABs, Site signage arrangements with architect.<br>Snagging to door sets, apply foam.<br>Helping out to install door sets to L3 Edr. | 5                     |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                                                                                                                                                   | 4                     |  |  |  |  |  |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                                                                                                                              | "        | Site supervision, DABs, Paperwork, meetings, Delivery, Assisting Ascot and GEZE operatives.                                                                       | 9                     |  |  |  |  |  |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                                                                                                                               | "        | Site supervision, DABs, Paperwork, filling handover certificates.                                                                                                 | 9                     |  |  |  |  |  |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                                                                                                                                 | "        | Site supervision, DABs, Paperwork/submit weekly ISG package. Housekeeping, cleaning.<br>Install locks to L3.<br>Adjust door sets, apply foam.                     | 5                     |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                                                                                                                                                   | 2                     |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                                                                                                                                                   | 2                     |  |  |  |  |  |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                                                                                                                               |          |                                                                                                                                                                   |                       |  |  |  |  |  |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                                                                                                                                   |                       |  |  |  |  |  |  |  |  |  |
| TOTALS                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                                                                                                                                   |                       |  |  |  |  |  |  |  |  |  |

| <div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>RAPHAEL</div><div>CONTRACTING LTD</div></div><div><div>Raphael House, 123 Roebuck Road</div><div>Tel: 020 8391 9100</div><div>Cheshington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div></div> |                                      |                                                                                                                          | SITE MANAGER ALLOCATION SHEET |  | Name: Mark Robinson<br>w/e: 16/05/21 |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------------------------------------|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                                     | LOCATION                             | TASK                                                                                                                     | COST HEADINGS / HOURS         |  |                                      |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                                                  | CS - JMS Joinery<br>CS - Head Office | Collect Mock up Sample<br>Drop off sample, sort out 3V ironmongery samples                                               | 5                             |  |                                      |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                          | 4                             |  |                                      |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                                                 | CS – Home<br>VSW - Home              | e-mails to & from BAM, go over drawings with JMS, arrange labour from SI-07.<br>RCL Monthly Report, door security issues | 4                             |  |                                      |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                          | 5                             |  |                                      |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                                               | CS – Home<br>VSW - Home              | Issue RFA for Mock up and ironmongery samples<br>Sort out access control issues                                          | 4.5                           |  |                                      |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                          | 4.5                           |  |                                      |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                                                | CS – Head Office<br>CS - Site        | Prep for Site meeting<br>Site Meeting                                                                                    | 3                             |  |                                      |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                          | 6                             |  |                                      |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                                                  | CS – Site<br>VSW - Office            | Site Measure Core Toilets<br>Internals                                                                                   | 5                             |  |                                      |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                         |                                      |                                                                                                                          | 4                             |  |                                      |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                                                |                                      |                                                                                                                          |                               |  |                                      |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                                                  |                                      |                                                                                                                          |                               |  |                                      |  |  |  |  |



| <div><div><div><div><div></div><div></div></div><div><div></div></div></div><div><div>RAPHAEL</div><div>CONTRACTING LTD</div></div><div><div>Raphael House, 123 Roebuck Road</div><div>Tel: 020 8391 9100</div><div>Cheshington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div></div> |                                                                  | SITE MANAGER ALLOCATION SHEET                                                                       |                       | Name: G.Buck<br>w/c : 10/05/2021 |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------|----------------------------------|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                          | LOCATION                                                         | TASK                                                                                                | COST HEADINGS / HOURS |                                  |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                                       | West reception & storeroom                                       | Supervision, of installation of joinery and door sets                                               | 9hrs                  |                                  |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                                      | M&W GF office reception<br>East ,west receptions<br>Office space | Supervision, setting out of wall and ceiling panels.<br><br>Snagging work areas                     | 7hrs<br><br>2hrs      |                                  |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                                    | M&W GF office reception                                          | Supervision, setting out of wall and ceiling panels.                                                | 9hrs                  |                                  |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                                     | M&W GF office reception<br>B2 corridor                           | Supervision, setting out of wall and ceiling panels.<br><br>Supervision, setting out of ironmongery | 7hrs<br><br>2hrs      |                                  |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                                       | M&W GF office reception<br>East reception                        | Supervision, setting out of wall and ceiling panels.<br><br>Supervision, installation of door sets  | 6hrs<br><br>3hrs      |                                  |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                                     | M&W GF office reception                                          | Supervision, setting out of wall and ceiling panels.                                                | 8hrs                  |                                  |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                                       | M&W GF office reception                                          | Supervision, setting out of wall and ceiling panels.                                                | 8hrs                  |                                  |  |  |  |  |
| TOTALS                                                                                                                                                                                                                                                                                                       |                                                                  |                                                                                                     |                       |                                  |  |  |  |  |

| <div><div><div><div><div></div><div>RG</div></div><div>RAPHAEEL</div><div>CONTRACTING LTD</div></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> |                                                                                |                                                                                                                        | SITE MANAGER ALLOCATION SHEET |                 |                             | Name: D Sanders<br>w/c: 10-05-21 |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------|-----------------------------|----------------------------------|--|--|
| DAY                                                                                                                                                                                                                                                       | LOCATION                                                                       | TASK                                                                                                                   | COST HEADINGS / HOURS         |                 |                             |                                  |  |  |
| MONDAY                                                                                                                                                                                                                                                    | Head Office                                                                    | Working on WOKING RCP door schedule and do meeting minutes                                                             | WOKI03<br>10 HRS              |                 |                             |                                  |  |  |
| TUESDAY                                                                                                                                                                                                                                                   | On site at woking                                                              | Car park door openings site survey, plus work on door schedule                                                         | WOKI03<br>10 HRS              |                 |                             |                                  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                 | Head Office                                                                    | Working door schedule & car park opening survey schedule                                                               | WOKI03<br>10 HRS              |                 |                             |                                  |  |  |
| THURSDAY                                                                                                                                                                                                                                                  | Working from home<br>Go to woking for meeting with Simon<br>Re wall protection | Order new door frame head for Lords from Ascot.<br>RCP opening survey schedule<br>Meeting re wall protection at Woking | Lords02<br>2 hrs              | WOKI03<br>4 hrs | Protection meeting<br>4 hrs |                                  |  |  |
| FRIDAY                                                                                                                                                                                                                                                    | Head Office                                                                    | Space house tender<br>Order fencing for Richard<br>Print off woking drawings and issue to JMS and others               | WOKI03<br>3 hrs               | Tender<br>7 hrs |                             |                                  |  |  |
| SATURDAY                                                                                                                                                                                                                                                  |                                                                                |                                                                                                                        |                               |                 |                             |                                  |  |  |
| SUNDAY                                                                                                                                                                                                                                                    |                                                                                |                                                                                                                        |                               |                 |                             |                                  |  |  |
| TOTALS                                                                                                                                                                                                                                                    |                                                                                |                                                                                                                        |                               |                 |                             |                                  |  |  |

| <div><div><div><div><div></div><div>RGL</div></div><div>RAPHAEL</div><div>CONTRACTING LTD</div></div><div>Raphael House, 123 Roebuck Road<br/>Tel: 020 8391 9100<br/>Chessington, Surrey KT9 1EU<br/><a href="http://www.raphaelcontracting.com">www.raphaelcontracting.com</a></div></div></div> |                           | <div>SITE MANAGER ALLOCATION<br/>SHEET</div>                             |                       | Name: Jason Wray<br>w/c : 10/05/2021 |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------|-----------------------|--------------------------------------|--|--|
| DAY                                                                                                                                                                                                                                                                                               | LOCATION : VSW<br>WOKI 02 | TASK                                                                     | COST HEADINGS / HOURS |                                      |  |  |
| MONDAY                                                                                                                                                                                                                                                                                            | Office                    | Going through work & labour for the week with James & Auris              | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Agency & RCL Time sheets etc.                                            | 2 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Sort out new carp & Shadbolt operative and Book Inductions               | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Filling paperwork.                                                       | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Level 06                  | Going through wall guard rails with Auris & Carps                        | 1 hr                  |                                      |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                           | Office                    | Read / Reply to e-mails & phone calls.                                   | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Daily Briefing meting                                                    | 0.5 h                 |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Filling in/Updating IT&P Sheets                                          | 2 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Toolbox Talk                                                             | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Going through security requirements for Levels 1, 9 to 23 with J.G & A.K | 0.5 hr                |                                      |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                         | SRM Office                | Meeting with SRM & D.S with regards carpark doors                        | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Level 04 Carpark          | Going through door surveys etc with D.S & A.K                            | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Level 06                  | Checking quality of works prior to handover of door sets.                | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Going through security Ironmongery with J.M & A.S of SRM                 | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Daily Briefing meeting                                                   | 0.5 hr                |                                      |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                          | Office                    | Sorting out new Labour agency , placing an order and booking in carps    | 2.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Going through Ground Floor Reception corner guards                       | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Toolbox Talk                                                             | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Sorting out new Carps (Left due to no free parking)                      | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Going through how to set up & de-activate security Locks with carps.     | 1 hr                  |                                      |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                            | Office                    | Co-Ordination meting (Guest Rooms)                                       | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Levels 00 to 20           | Walking site checking progress / Quality and sorting problems.           | 2.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Daily Briefing meting                                                    | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Writing a key schedule for Formwise Lockers                              | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Read / Reply to e-mails & phone calls.                                   | 2.0 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Writing a key schedule for Formwise Lockers & issue handover cert        | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Collaborate planning review meeting.                                     | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office & SRM Office       | Collaborate planning Look ahead meeting.                                 | 2 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Daily Briefing meting                                                    | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Read / Reply to e-mails & phone calls.                                   | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Level 16                  | Checking Shadbolt repair to door 1620/10                                 | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Levels 00 to 20           | Walking site checking on Carpenters.                                     | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Levels 01                 | Looking into issues with Mag Locks                                       | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Safety Paperwork for SRM                                                 | 2 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Read / Reply to e-mails & phone calls.                                   | 1.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Level 06                  | Look into issues with acoustic panels & electrical boxes.                | 1 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Daily Briefing meting                                                    | 0.5 hr                |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Walking site checking progress & Quality.                                | 2 hr                  |                                      |  |  |
|                                                                                                                                                                                                                                                                                                   | Office                    | Progress Report for SRM                                                  | 2 hr                  |                                      |  |  |

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



Details for Week Ending (Date):

16/05/2021

**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 | 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 | Harjinder 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        | 9.50          | 0.00        | 42.5                           | 42.5            | N/A                |           |              |                  |              |
| carpenter | Kewal 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        | 9.50          | 0.00        | 42.5                           | 42.5            | 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        | 9.50          | 1.00        | 9.50          | 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        | 9.50          | 1.00        | 9.50          | 0.00        | 42.5                           | 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        | 9.50          | 1.00        | 9.50          | 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        | 9.50          | 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        | 9.50          | 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        | 9.50          | 0.00        | 42.5                           | 42.5            | N/A                |           |              |                  |              |
| carpenter | Cristinel Gherman   | 9.50          | 1.00        | 9.50          | 1.00        | 9.50          | 1.00        | 9.50          | 1.00        | 9.50          | 1.00        | 9.50          | 1.00        | 9.50          | 0.00        | 42.5                           | 42.5            | 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.

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

Position: **Project Manager** Date: **17/05/2021**

Consultant:

Branch Number & Notes:

| RAPHAEEL CONTRACTING LTD<br>Raphael House, 123 Roebuck Road Tel: 020 8391 9100<br>Chessington, Surrey KT9 1EU<br>www.raphaelcontracting.com |                  |                                                  | SITE MANAGER ALLOCATION SHEET |  |  | Name: K. Kulsinskas<br>w/c : 10-05-21 |      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------|-------------------------------|--|--|---------------------------------------|------|--|
| DAY                                                                                                                                         | LOCATION         | TASK                                             | COST HEADINGS / HOURS         |  |  |                                       |      |  |
| MONDAY                                                                                                                                      | New Bond Street. | Weekly paperwork.<br>Snagging,                   |                               |  |  |                                       | 9hrs |  |
| TUESDAY                                                                                                                                     | New Bond Street. | French polishing /Snagging                       |                               |  |  |                                       | 9hrs |  |
| WEDNESDAY                                                                                                                                   |                  |                                                  |                               |  |  |                                       |      |  |
| THURSDAY                                                                                                                                    |                  |                                                  |                               |  |  |                                       |      |  |
| FRIDAY                                                                                                                                      | New Bond Street. | Paperwork, handovers.<br>Adjusting door closers. |                               |  |  |                                       | 9hrs |  |
| SATURDAY                                                                                                                                    |                  |                                                  |                               |  |  |                                       |      |  |
| SUNDAY                                                                                                                                      |                  |                                                  |                               |  |  |                                       |      |  |
| TOTALS                                                                                                                                      |                  |                                                  |                               |  |  |                                       |      |  |

| <div><div><div><div><div></div><div>RAPHAEL</div></div><div><div>CONTRACTING LTD</div><div>Raphael House, 123 Roebuck Road</div><div>9100</div></div><div><div>Cheshington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div><div>Tel: 020 8391</div></div></div> |          | SITE MANAGER ALLOCATION SHEET                                                                                                                                                                                                                                                                                                                                                              |                       | Name: Aurelijus Kulsinskas<br>w/c : 10-05-2021 |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                   | LOCATION | TASK                                                                                                                                                                                                                                                                                                                                                                                       | COST HEADINGS / HOURS |                                                |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                | Woking   | Morning Site Walk and jobs allocations -3h.<br>Acoustic panels to Ball Room – 1h.<br>Show carpenter locations to remove Pump Rails in Linen Rooms floors 9,10,11,12,13. – 1h.<br>Sanitaryware to Level 1 toilets, discuss with Carpenters 2h.<br>Frame work for acoustic panels – Level 6 – discuss with carpenters – 1h.<br>Allocation Book – 1h<br>Car Park Door Survey Level 2-11 – 9h. |                       |                                                |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                               | Woking   |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                                |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                             | Woking   | Morning Site Walk and jobs allocations – 3 h.<br>Level 8 Worktop Stone inspection measure visit by supplier – 1h.<br>Sanitary Ware to Level 1 site issue discuss – 1h<br>Allocation Book – 1h<br>Car Park Door Survey Level Ground, Ground Upper – 3h.                                                                                                                                     |                       |                                                |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                              | Woking   | Morning Site Walk and jobs allocations – 3 h.<br>Level 6 – Acoustic panels set outs -1 h.<br>RCL Office Sky light repair – 5h                                                                                                                                                                                                                                                              |                       |                                                |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                | Woking   | Morning Site Walk and jobs allocations – 3 h.<br>Electric locks and Panic installation site discuss- 1h<br>Maglock to Level 1 issues - 1h<br>Set carpenter to level 6 skirting – 1h<br>Level 6 Bump Rails site inspection, extra fixings order – 2h.<br>Allocation book 1 hours.                                                                                                           |                       |                                                |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                              |          |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                                |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                |          |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                                |  |  |  |  |
| TOTALS                                                                                                                                                                                                                                                                                |          |                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                                |  |  |  |  |