RAPHAEL CONTRACTING LTD

TIME SHEET

CONTRACT:	REPTON GARDENS	REF:	
COMPILED BY:	Slav Simonovic	W/E DATE (SUN):	02/10/2022

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	0UT	IN	OUT	
Slav Simonovic	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					
Dhamu Rasciclal	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	8:00	5:00	7.30	2.00	7.30	2.00	
Satish Gajjar	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00	7.30	2.00	7.30	2.00	
Mansuklal Bhanji	/	/	/	/	7:30	5:00	7:30	5:00	7:30	5:00	7.30	2.00	7.30	2.00	
Ion Dragus	7:30	4:00	7:30	5:00	7:30	5:00	7:30	5:00	7:30	5:00					OSP

RAPHAEL CONTRACTING LTD

REF: Daywork/ Pricework

COMPILED BY: A. Kulsinskas
W/E DATE (SUN): 02/10/22

TIME SHEET

CONTRACT: HOXTON

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
A.Kulsinskas	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
A.Lidzius	Pricework		Pricework		Pricework		Pricework		Pricework						Pricework:£1802
B.Ramchande	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	08:30	17:00					Pricework: £50
S.Hirani	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
N.Jagatia	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
A.Wren	Pricework		Pricework		Pricework		Pricework		0730	1700	Pricework				+1 DWPricework: £1109
D.Barr	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
L.Fartrell (CSS agency, carpenter)	08:00	17:00	08:00	17:00	07:30	17:00	07:30	17:00	08:00	17:00					
R. Cozaru (OSP agency, carpenter)	09:00	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
V.Masymiuk (CSS agency, Carpenter)	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00					
A. Gabor (OSP agency, Carpenter)							07:30	17:00	07:30	17:00					

RAPHAEL CONTRACTING LTD

REF: MOOR 02

TIME SHEET

COMPILED BY: J. WRAY

W/E DATE (SUN): 02.10.2022

CONTRACT: 21 MOORFIELDS

NAME	MON		TUE		WED		THUR		FRI		SAT		SUN		COMMENTS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	0UT	IN	OUT	
21 MOORFIELDS - MOOR 02 - (RCL - PAYE)															
J. WRAY	07:30	17:00	07:30	17:00	07:30	11:00	07:30	17:00	07:30	17:00	/	/	/	/	Wed @ H/O
K. O'MALLEY	07:30	17:00	07:30	16:30	07:30	16:30	07:30	17:00	07:30	16:00	/	/	/	/	Price work = £ 955.00 plus Daywork 1 hour on Monday, all day Thursday & 2 hours on Friday
J. BASQUILLE	07:30	17:00	07:30	16:30	07:30	16:30	07:30	17:00	07:30	16:00	/	/	/	/	Price work = £ 955.00 plus Daywork 1 hour on Monday, all day Thursday & 2 hours on Friday
J. SMITH	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
21 MOORFIELDS - MOOR 02 - (RCL - CIS)															
E. AMANING	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	
K. KULSINSKAS	Endorsed				07:30	17:00	07:30	17:00	07:30	17:00	07:30	14:00	/	/	Mon & Tue @ Woking
V. BALIUVICIUS	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	14:00	/	/	
D. CONYERS	/	/	/	/	/	/	07:30	17:00	/	/	07:30	14:00	/	/	
74 MOORGATE - ESTIMATING @ HEAD OFFICE - (RCL - PAYE)															
J. WRAY	/	/	/	/	11:00	17:00	/	/	/	/	/	/	/	/	
21 MOORFIELDS - MOOR - 02 - (Assa Abloy / Keenwood)															
I. GIRBU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
A. CULACOV	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

21 MOORFIELDS - MOOR - 02 - (Stafford Bridge)															
O. STRINGER	08:00	12:00	/	/	/	/	/	/	/	/	/	/	/	/	
C. ABBEY	/	/	/	/	/	/	09:30	11:00	/	/	/	/	/	/	
M. PERKINS	/	/	/	/	/	/	09:30	11:00	/	/	/	/	/	/	
D. PERKINS	/	/	/	/	/	/	09:30	11:00	/	/	/	/	/	/	
21 MOORFIELDS - MOOR - 02 - (Martin Construction Group) - AGENCY															
O. SLAV	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	/	/	/	/	Agency carpenter - **Holiday all week**
21 MOORFIELDS - MOOR - 02 - (OSB Group) - AGENCY															
M.A. HOQUE	07:30	17:00	/	/	07:30	17:00	09:00	17:00	07:30	17:00	/	/	/	/	Agency labourer
O OLATUNBOSUN	09:00	17:00	07:30	10:00	/	/	/	/	/	/	/	/	/	/	Agency labourer **Finished Up**
F. ROBIN	/	/	/	/	/	/	07:30	17:00	07:30	09:30	/	/	/	/	Agency labourer **Finished Up**
R. WADE	/	/	/	/	/	/	/	/	07:30	17:00	/	/	/	/	Agency carpenter - **Hospital Mon to Thur**
R. OLEJINICZAK	07:30	17:00	07:30	17:00	/	/	/	/	/	/	/	/	/	/	Agency carpenter
Y. HUDYMA	09:00	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
W. MADYNSKYJ	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
O. SHWUMANSKIY	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
K. STALNIONIS	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
21 MOORFIELDS - MOOR - 02 - (APPEX Resources) - AGENCY															
I. ARSENIE	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	Agency carpenter
V. BURDUSEL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	HOL	/	/	/	/	New Agency carpenter - **Holiday all next week**
S. GEDEGAUDAS	07:30	17:00	07:30	17:00	/	/	/	/	07:30	17:00	/	/	/	/	New Agency carpenter
S. VILKOV	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
R. KONDROTAVICIUS	/	/	/	/	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter

M. MIHAYLOV	✓	/	/	/	/	07:30	17:00	07:30	17:00	07:30	17:00	/	/	/	/	New Agency carpenter
A. LEOGAN	✓	/	/	/	/	07:30	17:00	07:30	17:00	07:30	17:00	07:30	17:00	/	/	New Agency carpenter
D. GEORGIU	✓	/	/	/	/	07:30	17:00	07:30	17:00	07:30	15:00	/	/	/	/	New Agency carpenter
ALL AGENCY WORKERS PAID FLAT RATE ON OVERTIME																

OSP specialist recruitment	Client Name	Raphael Contracting Ltd	Account Number		Timesheet Number	5
	Invoice Address	Raphael House, 123 Roebuck Road Chessington, Surrey, KT9 1EU	Site/Job Address	21 Moorfields Finsbury London EC2M 6TX	

OSP GRP LTD
Kingsley House, First Floor
Suite 106, Balmoral Road
Gillingham, Kent ME7 4NT
Tel: 01634 580555
www.ospgroupltd.com

Start Date	26/09/2022	Contact Name	Jason Wray		
Week Ending	02/10/2022	COTB Ref		Date	03/10/2022
Week Number		Job/PO Number	32909	Cost Code	

PLEASE RETURN NO LATER THAN MONDAY 12.00 NOON

THIS TIMESHEET MUST BE SIGNED BY THE CLIENT BEFORE SUBMISSION FOR PAYMENT

THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF A SIGNED TIMESHEET

Timesheet Number	Temps Name	Trade	Enter actual hours worked only (No breaks or travel time)								FOR OFFICE USE ONLY					
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Basic	O/Time	Total	Hours	Pay	Charge
	Oleksandr Shumanskiyy	Carpenter	8.5	8.5	8.5	8.5	8.5	N/A	N/A	42.5	42.5	N/A				
	Mohammed Hoque	Labourer	8.5	N/A	8.5	7	8.5	N/A	N/A	32.5	32.5	N/A				
	Reginald Wade	Carpenter	N/A	N/A	N/A	N/A	8.5	N/A	N/A	8.5	8.5	N/A				
FINISHED UP	Oluwasen Olatunbosun	Labourer	7	2.5	N/A	N/A	N/A	N/A	N/A	9.5	9.5	N/A				
FINISHED UP	Florian Marian	Labourer	N/A	N/A	N/A	8.5	2	N/A	N/A	10.5	10.5	N/A				
AWAL ??	Robert Olejniczk	Carpenter	8.5	8.5	N/A	N/A	N/A	N/A	N/A	17	17	N/A				
	Yuriy Hudyma	Carpenter	7	8.5	8.5	8.5	8.5	N/A	N/A	41	41	N/A				
	Kestutis Stalnionis	Carpenter	8.5	8.5	8.5	8.5	8.5	N/A	N/A	42.5	42.5	N/A				
	Witalijs Madinskiy	Carpenter	8.5	8.5	8.5	8.5	8.5	N/A	N/A	42.5	42.5	N/A				

DULY AUTHORISED BY THE CLIENT COMPANY

I/We confirm the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours.

I/We agree to pay OSP GRP LTD in respect of the hours given within 7 days of the date of invoice date.

I/We confirm that OSP GRP LTD Terms and Conditions are the sole terms of this contract.

SIGNATURE: Jason Wray	POSITION: PROJECT MANAGER
PRINT NAME: JASON WRAY	DATE: 03/10/22

In the event of the Engagement by the Client of a Temporary Worker supplied by the Employment Business either (1) directly or (2) pursuant to being supplied by another Employment Business or company, within either:- The duration of the Assignment where there has been a break of more than 42 days (6 weeks) since the end of the previous Agreement); or 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, to either an extended period of hire or a transfer fee the length or amount of which is to be agreed between the Employment Business and the Client. For further information, please refer to clause 8 of the Contract and Confirmation of Terms of Business.

Client Account Name & Address:	Work or Site Address:
Raphael Contracting Limited	21 Moorfields
	EC2M 6TX
Accounts Number:	Reporting To: JASON WRAY

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

apex RESOURCES

CHAS

Details for Week Ending (Date): **02.10.2022**

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

1 Poor 2 3 Average 4 5 Excellent

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 Attitute	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	Ion Arsenie	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	51	51	0				
Carpenter	Viorel Burdusel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0				
Carpenter	Sergei Vilkov	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	42.5	42.5	0				
Carpenter	Saulius Gedegaudas	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	9.50	1.00	0.00	0.00	0.00	0.00	25.5	25.5	0				
Carpenter	Daniel Georgiu	0.00	0.00	0.00	0.00	9.50	1.00	9.50	1.00	7.50	1.00	0.00	0.00	0.00	0.00	23.5	23.5	0				
Carpenter	Andrei Leogan	0.00	0.00	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	34	34	0				
Carpenter	Miroslav Mihaylov	0.00	0.00	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	25.5	25.5	0				
Carpenter	Robertas kondrotavicius	0.00	0.00	0.00	0.00	9.50	1.00	9.50	1.00	9.50	1.00	0.00	0.00	0.00	0.00	25.5	25.5	0				
																		0				

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: **03/10/2022**

RAPHAEL CONTRACTING LIMITED	DAILY ALLOCATION SHEET	Date 26/9/22

CONTRACT

OPERATION	VAN MOT (COU)	COURTESY VAN - JMS load VAN	H.O. coll chop saw	LUNCH.	Del Lepton						
REF	3½	1½	3	½	2						10½

CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	Joe Yeti		3½	1½	3	½	2						10½
		10											
	TOTALS	9 (1)											
	TYPE OF MACHINE												
	JMS01	5.											
	REPT01.	4 (1)											

JMS01 - 26½. (2). / REPT01. - 7½ (3½).

HEND01 - 3 / MOOR02 - 1½ / HOXT01 - 6½.

RAPHAEL CONTRACTING LIMITED

DAILY ALLOCATION SHEET

Date 27/9/22

CONTRACT

OPERATION	JMS. Pick up Gen.	RTN Cart Van Coll Van.	Coll Lorry Buis Van	JMS load lorry	Lunch	Del Hampton Windows					
REF	2½	1½	1	2	½	3					10½

CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	Joe Dyett.		2½	1½	1	2	½	3					10½
		10											
	TOTALS	9(1)											
	TYPE OF MACHINE												
	JMS61	9(1)											

RAPHAEL CONTRACTING LIMITED

DAILY ALLOCATION SHEET

Date 28/9/22

CONTRACT

OPERATION	Pick up Martin (Home)	Collect tools (Moorhead)	Rtn lorry Buis Yard	Lunch.	Coll Van load Van	Dev Repton					
REF	3	1½	3½	½	½	3					12

CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	Joe Dyett.		3	1½	3½	½	½	3					12
		11½											
	TOTALS	9(2½)											
	TYPE OF MACHINE												
	HENS01	3.											
	MOOR02.	1½.											
	JMS01	3½.											
	REPT01	1 (2½)											

RAPHAEL CONTRACTING LIMITED

DAILY ALLOCATION SHEET

Date 29/9/22

CONTRACT

OPERATION	Jnb load VAN	Del Hoxton	Del Moorhead.	LUNCH	H.O. Del + load.						
REF	2½	2½	1½	½	3½						10½

CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	Joe Dyett.		2½	2½	1½	½	3½						10½
		10											
	TOTALS	9(1)											
	TYPE OF MACHINE												
	JMS61	9(1)											

RAPHAEL CONTRACTING LIMITED	**DAILY ALLOCATION SHEET**	Date 30/9/22

CONTRACT

OPERATION	H.O. LOAD VAN DOORS	DEL LVS + LVZ HOXTON	LUNCH	DEL REPTON.							
REF	3½	3	½	2½							9½

CHECK No.	NAME	TRADE	HOURS WORKED ON OPERATION										TOTAL HOURS
	JOE DYETT		3½	3	½	2½							9½
	TOTALS	9.											
	TYPE OF MACHINE												
	HOXTOL	6½											
	REPTOL	2½											

RAPHAEL CONTRACTING LTD
Raphael House, 123 Roebuck Road Tel: 020 8391 9100
Chessington, Surrey KT9 1EU
www.raphaelcontracting.com

SITE MANAGER ALLOCATION SHEET

Name: Auris Kulsinskas
w/c : 26/09/2022

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			HOXT01	CANN01			
MONDAY	Hoxton Hotel	Morning Site Walk and jobs allocation. Weekly Paperwork. DABS meeting.	9				
TUESDAY	Hoxton Hotel	Morning Site Walk and jobs allocation. DABS meeting. Materials Orders. DOC M pack checks and install setup.	9				
WEDNESDAY	Hoxton Hotel	Morning Site Walk and jobs allocation. Bathroom locks cut out check. Weekly Subcontractors Progress Meeting. DABS meeting. Fire seal checks to Level 6	9				
THURSDAY	Hoxton Hotel	Morning Site Walk and jobs allocation. Snagging Level 3 DABS meeting Level 3 DOC M pack to DDA details meeting with McLaren	9				
FRIDAY	Hoxton Hotel	Morning Site Walk and jobs allocation. DABS meeting. Mirrors to Level 5 bathrooms. Check finals Level 5 bathrooms	9				
SATURDAY							
SUNDAY							
		TOTAL HOURS	45				

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Chessington, Surrey KT9 1EU
www.raphaelcontracting.com

SITE MANAGER ALLOCATION SHEET

Name: Kes Kulsinskas

w/c : 26-09-22

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
MONDAY	21 Moorsfield	Going through works with carpenters timber door set, selo door sets, snagging they work, sorting out any problems on plus taking deliveries , Site Paperwork.	9hrs				
TUESDAY	21 Moorsfield	Going through works with carpenters timber door set, selo door sets, snagging they work, sorting out any problems on plus taking deliveries , Site Paperwork.	9hrs				
WEDNESDAY	21 Moorsfield	Going through works with carpenters timber door set, selo door sets, snagging they work, sorting out any problems on plus taking deliveries , Site Paperwork.	11hrs				
THURSDAY	21 Moorsfield	Going through works with carpenters timber door set, selo door sets, snagging they work, sorting out any problems on plus taking deliveries , Site Paperwork.	9Hrs				
FRIDAY	21 Moorsfield	Going through works with carpenters timber door set, selo door sets, snagging they work, sorting out any problems on plus taking deliveries , Site Paperwork.	9Hrs				
SATURDAY		Fitting cylinders L-6,7,9,11	8Hrs				
SUNDAY							
		TOTAL HOURS					

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Chessington, Surrey KT9 1EU
www.raphaelcontracting.com

SITE MANAGER ALLOCATION SHEET

Name: Mark Robinson
w/e: 02/10/22

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			WOKI 02	H/O	HOXT 01	WOKI 03	REPT 01
MONDAY	Site HH RG	Pricework times WFH shelf finish issue with JMS			8		1
TUESDAY	Site VSW	On the tools with Kes fitting panic bars				9	
WEDNESDAY	Site RG Office HH	Check on progress, tv wall issue Meeting to go over revisits to rooms, load van with Level 05 sanitary items			4		5
THURSDAY	Site HH RCL Golf Day	Deliver Level 05 sanitary items to site		6	3		
FRIDAY	Parliament Site RG Site HH	Induction & collect pass Go over things with Slav before he goes on leave Check on progress		4	2		3
SATURDAY							
SUNDAY							
		TOTAL HOURS		10	17	9	9

RAPHAEL CONTRACTING LTD
Raphael House, 123 Roebuck Road Tel: 020 8391 9100
Chessington, Surrey KT9 1EU
www.raphaelcontracting.com

SITE MANAGER ALLOCATION SHEET

Name: D Sanders

w/c: Monday 26/09/2022

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			Moorfields	HEAD01			
MONDAY	Moorfields Site	1/ Go to 9 0 clock meeting 2/ Go to the 9.45 meeting 3/Go to 11 o clock meeting 4/ Sort out labour on site 5/ Sort out door openings on site, built wrong again	10				
TUESDAY	Moorfields site	1/ Go to 9 0 clock meeting 2/Go to 11 o clock meeting 3/ Go to 12 o clock delivery meeting 4/ Sort out labour on site	10				
WEDNESDAY	Moorfields site	1/ Go to 9 0 clock meeting 2/Go to 11 o clock meeting 3/ Go to 12 o clock delivery meeting 4/ Sort out labour on site 5/ site survey SB door openings on level 1	10				
THURSDAY	RCL Golf Day	RCL Golf Day at Batchworth Park	10				
FRIDAY	Moorfields site	1/ Go to 9 0 clock meeting 2/Go to 12 o clock meeting 3/ Sort out labour on site	10				
SATURDAY							
SUNDAY							
		TOTAL HOURS	50				

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SITE MANAGER ALLOCATION SHEET

Name: Slav Simonovic
w/c: 26/09/2022

DAY	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
MONDAY	REPTON GARDENS	Site supervision, Delivery, Paperwork, TV wall panelling setting out	9				
TUESDAY	REPTON GARDENS	Site supervision, Meetings, Orders, Bookings, Helping out.	9				
WEDNESDAY	REPTON GARDENS	Site Supervision, delivery, Site walk, Orders, Adaption works to lounge wall panels.	6 3				
THURSDAY	REPTON GARDENS	SITE SUPERVISION, HANDOVER, ORDERS, BOOKINGS. Finish works and French polishing to Lounge wall panels.	4 5				
FRIDAY	REPTON GARDENS	SITE SUPERVISION, PAPERWORK, HANDOVER. Setting out to Gr. Floor wall panelling. Install Club shelf unit.	6 3				
SATURDAY							
SUNDAY							

RAPHAEL CONTRACTING LTD
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SITE MANAGER ALLOCATION SHEET

Name: Jason Wray

w/c : 26/09/2022

j	SITE/LOCATION	TASK	COST HEADINGS / HOURS				
			MOOR 02	74 Moorgate			
MONDAY	Office	Daily Briefing	0.5				
	Office	Time sheets and paperwork etc inc agencies.	3.0				
	Office	Going through issues with Stafford Bridge	0.5				
	Office	Photo evidence for Handovers on FieldView	1.0				
	Office	Sorting out keys and handing over to SRM	1.0				
	Site L6 to L11	Checking progress & supervising carpenters / Labourers	1.5				
	Office	E-mails, Phone calls & Allocation sheets	1.5				
TUESDAY	Office	Toolbox talk	0.5				
	Office	Paperwork & booking in new carpenters for induction	3.0				
	Office	Placing orders	0.5				
	Office	Safety paperwork for SRM	1.0				
	Office	Photo evidence for Handovers on FieldView	1.0				
	Office	Booking Deliveries	1.0				
	Office	E-mails, Phone calls & Allocation sheets	2.0				
WEDNESDAY	Head Office	Sorting / Loading Tools for 21M & updating plant lists	1.5				
	Head Office	Photo evidence for Handovers on FieldView	0.5				
	Head Office	Reading / Sending e-mails & Phone calls	1.0				
	Head Office	74 Moorgate Osborne Tender – sending enquiries & filling in BOQ		6.0			
THURSDAY	Office	Photo evidence and Handovers for FieldView and sorting schedule	2.5				
	Office & Site L1/C6	Going through issues / installation with Stafford Bridge	1.0				
	Office & Longbow House (SRM)	Sorting out Cylinders for L 6, 7, 9 & 11 for final handovers	1.5				
	Longbow House (SRM)	Collaborative Planning Meeting – Cancelled	0.5				
	Office	Starting Time sheets	0.5				
	Office	Going through e-mail storage issues with Doherty's	0.5				
	Office	E-mails, Phone calls & Allocation sheets	2.5				
FRIDAY	Office	Face Fit Testing operatives	1.5				
	Office	Sorting out cylinders for L 6, 7, 9 & 11 for final handovers	2.0				
	Office	Photo evidence and Handovers on FieldView and key handovers	1.5				
	Office	Clearing away materials etc (SRM taking 3rd desk back)	1.0				
	Office	e-mails, Phone calls, allocation sheets & general paperwork	3.0				
SATURDAY							
SUNDAY							
		TOTAL HOURS					