

## TIME SHEET

**CONTRACT:** Hilton Hotel-Woking

13.

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

REF: MOOR 02

COMPILED BY:  
J. WRAY

W/E DATE (SUN):  
25.06.2023

TIME SHEET

CONTRACT: 21 MOORFIELDS

| NAME                                                       | MON   |       | TUE   |       | WED   |       | THUR  |       | FRI   |       | SAT |     | SUN |     | COMMENTS                                                            |
|------------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|-----|-----|---------------------------------------------------------------------|
|                                                            | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN  | OUT | IN  | OUT |                                                                     |
| 21 MOORFIELDS - MOOR 02 - (RCL - PAYE)                     |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                                     |
| J. WRAY                                                    |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                                     |
| J. SMITH                                                   | 07:30 | 16:00 | CHR   | JOB   | 07:30 | 17:00 | off   | off   | off   |       | /   | /   | /   | /   | 10 to 12 at 84 Moorgate<br>Monday, Tuesday Camden<br>hill           |
| 21 MOORFIELDS - MOOR 02 - (RCL - CIS)                      |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                                     |
| K. KULINSKAS                                               | 07:30 | 17:00 | CHR   | JOB   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | /   | Tuesday Camden hill road                                            |
| V. BALIUVICIUS                                             | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | /   |                                                                     |
| D CONVERS                                                  | 07:30 | 17:00 | /     | /     | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |
| B. RAMCHANDE                                               | 07:30 | 17:00 | 07:30 | 17:00 | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   | 10 to 12 at 84 Moorgate<br>Monday                                   |
| I SAHOTA                                                   | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | /   | /   | /   | /   | Working in Richards house,<br>Monday, Tuesday, Thursday<br>& Friday |
| S SIMONOVIC                                                | /     | /     | /     | /     | 07:30 | 17:00 | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |
|                                                            |       |       | /     | /     | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |
| 21 MOORFIELDS - MOOR 02 - (Stafford Bridge / 247 National) |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                                     |
| C. HART                                                    | 08:30 | 16:00 | 08:30 | 16:00 | 9:00  | 16:00 | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |
| T ROLLASON                                                 | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |
| 21 MOORFIELDS - MOOR 02 - (A CUTTS MASTIC)                 |       |       |       |       |       |       |       |       |       |       |     |     |     |     |                                                                     |
| A CUTTS                                                    | /     | /     | /     | /     | /     | /     | /     | /     | /     | /     | /   | /   | /   | /   |                                                                     |

REF: MOORGATE

COMPILED BY:  
D Sanders

W/E DATE (SUN):  
25.06.2023

TIME SHEET

CONTRACT: 84 Moorgate

| NAME                                 | MON   |       | TUE   |       | WED   |       | THUR  |       | FRI   |       | SAT |     | SUN |     | COMMENTS |
|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|-----|-----|----------|
|                                      | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN    | OUT   | IN  | OUT | IN  | OUT |          |
| 84 MOORGATE - MOOR 03 - (RCL - PAYE) |       |       |       |       |       |       |       |       |       |       |     |     |     |     |          |
| K O'Malley                           | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     |          |
| Joe Smite                            | 10:00 | 12:00 | /     | /     | /     | /     | /     | /     | /     | /     |     |     |     |     |          |
|                                      |       |       |       |       |       |       |       |       |       |       |     |     |     |     |          |
| 84 MOORGATE - MOOR 02 - (RCL - CIS)  |       |       |       |       |       |       |       |       |       |       |     |     |     |     |          |
| L Arunas                             | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 | 07:30 | 17:00 |     |     |     |     |          |
| B Ramchande                          | 10:00 | 12:00 | /MF   | /     | 07:30 | 17:00 | 07:30 | 17:00 | MSHS  | /     |     |     |     |     |          |
|                                      |       |       |       |       |       |       |       |       |       |       |     |     |     |     |          |
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|                                      |       |       |       |       |       |       |       |       |       |       |     |     |     |     |          |

REF: J. Wray Times

COMPILED BY:  
 J. WRAY  
 W/E DATE (SUN):  
 25.06.2023

TIME SHEET

CONTRACT: Jason Wray Times

| NAME                                                         | MON   |       | TUE |     | WED |     | THUR  |       | FRI   |       | SAT |     | SUN |     | COMMENTS |
|--------------------------------------------------------------|-------|-------|-----|-----|-----|-----|-------|-------|-------|-------|-----|-----|-----|-----|----------|
|                                                              | IN    | OUT   | IN  | OUT | IN  | OUT | IN    | OUT   | IN    | OUT   | IN  | OUT | IN  | OUT |          |
| 21 MOORFIELDS - MOOR 02 - (RCL - PAYE)                       |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |
| J. WRAY                                                      | 07:30 | 09:30 | HOL | HOL | HOL | HOL | 07:30 | 10:30 | 07:30 | 10:00 | /   | /   | /   | /   |          |
|                                                              |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |
| THE NATIONAL GALLERY (SRM) - ESTIMATING - (RCL - PAYE)       |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |
| J. WRAY                                                      | 09:30 | 15:30 | HOL | HOL | HOL | HOL | 10:30 | 15:00 | 10:00 | 17:00 | /   | /   | /   | /   |          |
|                                                              |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |
| HEAD OFFICE (General & Meetings) - ESTIMATING - (RCL - PAYE) |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |
| J. WRAY                                                      | 15:30 | 17:00 | HOL | HOL | HOL | HOL | 15:00 | 17:00 | /     | /     | /   | /   | /   | /   |          |
|                                                              |       |       |     |     |     |     |       |       |       |       |     |     |     |     |          |

| <div><div><div><div><div></div><div>RAPHAEL</div></div><div><div>Raphael House, 123 Roebuck Road</div><div>Tel: 020 8391 9100</div><div>Chessington, Surrey KT9 1EU</div><div>www.raphaelcontracting.com</div></div></div><div><div>SITE MANAGER ALLOCATION</div><div>SHEET</div></div><div><div>Name: Kes Kulsinskas</div><div>w/c : 19-06-23</div></div></div></div> |               |                                                                                                | COST HEADINGS / HOURS |  |  |  |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------|-----------------------|--|--|--|--|--|--|--|--|--|
| DAY                                                                                                                                                                                                                                                                                                                                                                    | SITE/LOCATION | TASK                                                                                           |                       |  |  |  |  |  |  |  |  |  |
| MONDAY                                                                                                                                                                                                                                                                                                                                                                 | 21Moorsfields | Snagging from Fields view.<br>Going through works with carpenters and checking they work.      | 9hrs                  |  |  |  |  |  |  |  |  |  |
| TUESDAY                                                                                                                                                                                                                                                                                                                                                                | 57 CH         | Fitting External fascia boards .                                                               | 9hrs                  |  |  |  |  |  |  |  |  |  |
| WEDNESDAY                                                                                                                                                                                                                                                                                                                                                              | 21Moorsfields | Working with carpenters .<br>(See allocation sheets)                                           | 9hrs                  |  |  |  |  |  |  |  |  |  |
| THURSDAY                                                                                                                                                                                                                                                                                                                                                               | 21Moorsfields | Working with carpenters .<br>Snagging from fields view.<br>(See allocation sheets)             | 9Hrs                  |  |  |  |  |  |  |  |  |  |
| FRIDAY                                                                                                                                                                                                                                                                                                                                                                 | 21Moorsfields | Working with carpenters .<br>Labouring , sorting out RCL materials.<br>(See allocation sheets) | 9Hrs                  |  |  |  |  |  |  |  |  |  |
| SATURDAY                                                                                                                                                                                                                                                                                                                                                               |               |                                                                                                |                       |  |  |  |  |  |  |  |  |  |
| SUNDAY                                                                                                                                                                                                                                                                                                                                                                 |               |                                                                                                |                       |  |  |  |  |  |  |  |  |  |
| TOTAL HOURS                                                                                                                                                                                                                                                                                                                                                            |               |                                                                                                | 45                    |  |  |  |  |  |  |  |  |  |

| 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: Mark Robinson<br>w/e: 25/06/23 |    |        |   |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|-----|--------------------------------------|----|--------|---|
| DAY                                                                                                                                         | SITE/LOCATION                        | TASK                                                                                                                                                     | COST HEADINGS / HOURS         |     |     |                                      |    |        |   |
|                                                                                                                                             |                                      |                                                                                                                                                          | H/O                           | MBH | NPY | CS                                   | RG | VSW-04 |   |
| MONDAY                                                                                                                                      | Office VSW<br>MBH<br>NPY             | Chase up Formwise, issue progress report,<br>Return drawings to JMS, contact Selo for quote & issue order, addendum to Elite<br>Go over Rev 15 programme |                               | 6   | 1   |                                      |    |        | 2 |
| TUESDAY                                                                                                                                     | Office MBH<br>National Gallery       | Door sets & ironmongery cost comparison with JRH<br>RCL Programme                                                                                        | 4                             | 5   |     |                                      |    |        |   |
| WEDNESDAY                                                                                                                                   | Office MBH<br>NG<br>Museum of London | Checking Shadbolt revised costs, addendum to JMS for split battens<br>Tweek programme<br>Glass enquiry to Mega                                           | 2<br>2                        | 5   |     |                                      |    |        |   |
| THURSDAY                                                                                                                                    | Home/site MBH<br>RG                  | JMS to revise drawings, stair string take off to JMS, Meeting on site with GBE<br>Snagging issues with MCL, chase up SI                                  |                               | 7   |     |                                      |    | 2      |   |
| FRIDAY                                                                                                                                      | Office MBH                           | Go over mock up door with Boris, notes from yesterdays GBE meeting, go to JMS to check mock up panel                                                     |                               | 9   |     |                                      |    |        |   |
| SATURDAY                                                                                                                                    |                                      |                                                                                                                                                          |                               |     |     |                                      |    |        |   |
| SUNDAY                                                                                                                                      |                                      |                                                                                                                                                          |                               |     |     |                                      |    |        |   |
| TOTAL HOURS                                                                                                                                 |                                      |                                                                                                                                                          | 8                             | 32  | 1   |                                      |    | 2      | 2 |

|                                                                                                                                                                                                                                  |  |                               |  |                                                                                                                                                                                                                                                                                                                                                         |  |            |        |             |
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| <div><div><div><div></div><div>RAPHAEL</div></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> |  | SITE MANAGER ALLOCATION SHEET |  | Name: D Sanders<br>w/c: Monday 19/06/2023                                                                                                                                                                                                                                                                                                               |  |            |        |             |
| DAY                                                                                                                                                                                                                              |  | SITE/LOCATION                 |  | COST HEADINGS / HOURS                                                                                                                                                                                                                                                                                                                                   |  |            |        |             |
| DAY                                                                                                                                                                                                                              |  | SITE/LOCATION                 |  | TASK                                                                                                                                                                                                                                                                                                                                                    |  | Moorfields | HEAD01 | 84 Moorgate |
| MONDAY                                                                                                                                                                                                                           |  | Moorfields & 84 Moorgate      |  | 1/ Daily briefing and toolbox talks<br>2/ Time sheets and paperwork, emails etc<br>3/ go to 9 o clock Dabs<br>4/ go to 9-45 Dabs<br>5/ Manage RCL & 247 labour on site<br>84 Moorgate<br>1/ Daily briefing and toolbox talks<br>2/ Time sheets and paperwork, emails etc<br>3/ Manage RCL labour on site                                                |  | 7          |        | 3           |
| TUESDAY                                                                                                                                                                                                                          |  | Moorfields & 84 Moorgate      |  | 84 Moorgate<br>1/ Printing off drawings ready for meeting<br>2/ Meeting with Osborne to discuss timber door sets<br>3/ Site measure lift run off & Dome roof area for Office to price<br>Moorfields<br>1/ Manage RCL labour on site<br>2/ Paperwork and emails<br>3/ Attend the daily 3 o'clock commissioning meeting in SRM office with Chris from 247 |  | 4          |        | 6           |
| WEDNESDAY                                                                                                                                                                                                                        |  | Moorfields& 84 Moorgate       |  | 1/ go to 9 o clock and 9-45 DABS<br>2/ Manage RCL labour on site<br>3/ Paperwork and emails<br>84 Moorgate<br>1/ Manager RCL labour on site fitting temporary door sets<br>2/ Working on RCL door schedule                                                                                                                                              |  | 7          |        | 3           |
| THURSDAY                                                                                                                                                                                                                         |  | Moorfields & 84 Moorgate      |  | 1/ go to 9 o clock DABS<br>1/ Manage RCL labour on site<br>2/ Paperwork and emails<br>3/ working on pull test schedule<br>84 Moorgate<br>1/ Manage RCL labour on site<br>2/ discussing details etc with Osborne                                                                                                                                         |  | 8          |        | 2           |
| FRIDAY                                                                                                                                                                                                                           |  | Moorfields                    |  | 1/ go to 9 o'clock and 10 o'clock DABS<br>2/ Paperwork and emails<br>3/ Manage RCL site labour                                                                                                                                                                                                                                                          |  | 10         |        |             |
| SATURDAY                                                                                                                                                                                                                         |  |                               |  |                                                                                                                                                                                                                                                                                                                                                         |  |            |        |             |
| SUNDAY                                                                                                                                                                                                                           |  |                               |  |                                                                                                                                                                                                                                                                                                                                                         |  |            |        |             |

| <div><div><div><div></div></div></div><div>RAPHAEL</div><div>CONTRACTING LTD</div></div> <div>Raphael House, 123 Roebuck Road <a href="tel:02083919100">Tel: 020 8391 9100</a><br/>Chessington, Surrey KT9 1EU<br/><a href="http://www.raphaelcontracting.com">www.raphaelcontracting.com</a></div> |               | SITE MANAGER ALLOCATION SHEET                                            |                       | Name: Jason Wray<br>w/c: 19/06/23 |                       |             |                  |                    |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|-----------------------|-----------------------------------|-----------------------|-------------|------------------|--------------------|-------------------|
| DAY                                                                                                                                                                                                                                                                                                 | SITE/LOCATION | TASK                                                                     | COST HEADINGS / HOURS |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     |               |                                                                          | MOOR 02               | SRM National Gallery              | HQ General / Meetings | 84 Moorgate | Museum of London | 50 Berkeley Street | SRM Kings Langley |
| MONDAY                                                                                                                                                                                                                                                                                              | Head Office   | E-mails, Phone calls etc                                                 | 1.0                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Photo evidence for Handovers on FieldView & updating schedules.          | 1.0                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Going through pricing docs with S.T.                                     |                       | 2.5                               |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Skirting Take off.                                                       |                       | 1.0                               |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Sending enquiry to JMS – Timber Panels                                   |                       | 1.0                               |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Sorting quotes & putting in prices on the pricing schedule.              |                       | 1.0                               | 1.5                   |             |                  |                    |                   |
| TUESDAY                                                                                                                                                                                                                                                                                             | HOLS          | Tender Meeting.<br>HOLS                                                  |                       |                                   |                       |             |                  |                    |                   |
| WEDNESDAY                                                                                                                                                                                                                                                                                           | HOLS          | HOLS                                                                     |                       |                                   |                       |             |                  |                    |                   |
| THURSDAY                                                                                                                                                                                                                                                                                            | Head Office   | E-mails, Phone calls etc                                                 | 2.5                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Photo evidence for Handovers on FieldView                                | 0.5                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Comparisons with washroom quotes                                         |                       | 4.0                               |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | The Oval      | Travelling to & attending Cricket Social                                 |                       |                                   | 2.0                   |             |                  |                    |                   |
| FRIDAY                                                                                                                                                                                                                                                                                              | Head Office   | E-mails, Phone calls etc                                                 | 1.5                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Time Sheet & Allocation Sheet                                            | 1.0                   |                                   |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Sorting JMS quotes & putting in prices & labour on the pricing schedule. |                       | 2.5                               |                       |             |                  |                    |                   |
|                                                                                                                                                                                                                                                                                                     | Head Office   | Comparisons with washroom quotes                                         |                       | 4.0                               |                       |             |                  |                    |                   |
| SATURDAY                                                                                                                                                                                                                                                                                            |               |                                                                          |                       |                                   |                       |             |                  |                    |                   |
| SUNDAY                                                                                                                                                                                                                                                                                              |               |                                                                          |                       |                                   |                       |             |                  |                    |                   |
| TOTAL HOURS                                                                                                                                                                                                                                                                                         |               |                                                                          |                       |                                   |                       |             |                  |                    |                   |



RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 20/6/23

CONTRACT

OPERATION

CON Hire Van

Der Jms

Der TAYLOR MADE

LUNCH

Der H.O.

REF

1 1/2

3

1 1/2

1/2

3

9 1/2

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

JOE DYER

1 1/2

3

1 1/2

1/2

3

9 1/2

REL

Jms

Jms

Jms

TOTALS

9.

TYPE OF MACHINE

HEAD 1

1 1/2

Jmspl.

7 1/2

RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 21/6/23

CONTRACT

OPERATION

COLL TAYLOR MAJE

DEL JMS - LOAD VAN

TAKE PHOTOS of VAN (MERC (MADENHEAD))

COLL APPEX

LUNCH.

DEL MOORFIELD + MOORCATE

COLL DESMONDS.

DEL H.O.

REF

2 1/2

1 1/2

2 1/2

1 1/2

1/2

3/4

1

1/4

10 1/2

TRADE

HOURS WORKED ON OPERATION

TOTAL HOURS

CHECK No.

NAME

JOE DIET

JMS

JMS

RCL

JMS

JMS

JMS

RCL

TOTALS

10

9(1)

TYPE OF MACHINE

REL. HEADP1

2 1/2 (1/4)

Jmsp1

6 1/2 (3/4)

RAPHAEL CONTRACTING  
LIMITED

# DAILY ALLOCATION SHEET

Date 22/6/23

CONTRACT

OPERATION

Der Jms + load Van

Der Moorhead.

Cable Buis Base

Lunch

Der Richards

Cable H.O.

Der MOB.

REF

3 1/2

3 1/2

1 1/2

1/2

1

1/2

1

11 1/2

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

Joe DYETT

3 1/2

3 1/2

1 1/2

1/2

1

1/2

1

11 1/2

Jms

Jms

Richards.

Richards

M.O.B.

M.O.B.

11

TOTALS

9(2)

TYPE OF MACHINE

Jmsq 1

7.

KNIGEL (EG)

2(2)

KNIGEL (PF)

(1 1/2)

RAPHAEL CONTRACTING  
LIMITED

DAILY ALLOCATION SHEET

Date 23/6/23

CONTRACT

OPERATION

Return Hire Van

Went.

Cost Van from

MERC HARDWARES.

REF

3

1/2

6

9 1/2

CHECK  
No.

NAME

TRADE

HOURS WORKED ON OPERATION

TOTAL  
HOURS

Joe Diett

3

1/2

4

9 1/2

RCL

RCL

TOTALS

9

TYPE OF MACHINE

5msø 1

6 3/4

HEADø 1.

2 1/4