

# LAPORAN BULANAN CLEANING SERVICE

Proyek :  
**HERMES PLACE POLONIA**



Periode :

**JANUARI 2025**

Disusun Oleh :

**YOHANA FADILLAH**

**CS-LEADER**

PT. CAREFASTINDO  
Perkantoran Grogol Permai Blok H No.12A -15  
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

## **KATA PENGANTAR**

**Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung HERMES PLACE POLONIA**

**Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.**

**Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.**

**Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.**

**Hormat kami,**

**Operational PT Carefastindo.**

## **DAFTAR ISI**

**LAPORAN JADWAL**

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**LAPORAN TURNOVER**

**LAPORAN MESIN**



# LAPORAN JADWAL



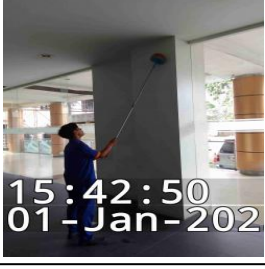
# **LAPORAN REKAP ABSENSI**



# **LAPORAN TABEL PERIODIK**



# **LAPORAN VISUALISASI PERIODIK**

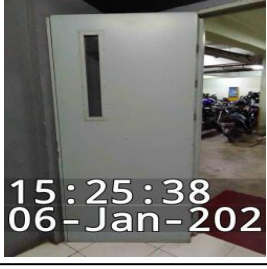
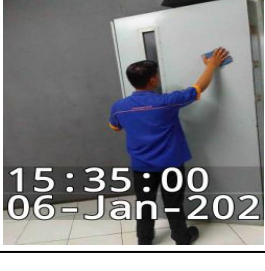
| No | Tanggal    | Area     | Item Pekerjaan | Detail Pekerjaan           | Before                                                                                                         | Progress                                                                                                        | After                                                                                                            |
|----|------------|----------|----------------|----------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1  | 01-01-2025 | EXTERNAL | DUSTING        | DUSTING HPL ENTRANCE       | <br>10:53:12<br>01-Jan-2025   | <br>12:37:35<br>01-Jan-2025   | <br>12:40:03<br>01-Jan-2025   |
| 2  | 01-01-2025 | EXTERNAL | DUSTING        | DUSTING EXSAUSFAN          | <br>15:26:26<br>01-Jan-2025   | <br>15:41:03<br>01-Jan-2025   | <br>15:46:44<br>01-Jan-2025   |
| 3  | 01-01-2025 | EXTERNAL | ROC            | ROC GROUND                 | <br>15:40:39<br>01-Jan-2025  | <br>15:42:50<br>01-Jan-2025  | <br>16:00:18<br>01-Jan-2025  |
| 4  | 01-01-2025 | EXTERNAL | GLASS CLEANING | GLASS CLEANING KACA GROUND | <br>15:32:39<br>01-Jan-2025 | <br>15:33:31<br>01-Jan-2025 | <br>16:09:02<br>01-Jan-2025 |

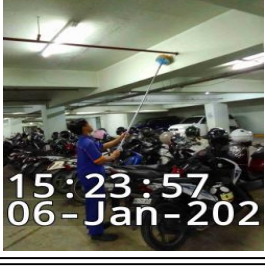
| No | Tanggal | Area | Item Pekerjaan | Detail Pekerjaan | Before | Progress | After |
|----|---------|------|----------------|------------------|--------|----------|-------|
|----|---------|------|----------------|------------------|--------|----------|-------|

| No | Tanggal | Area | Item Pekerjaan | Detail Pekerjaan | Before | Progress | After |
|----|---------|------|----------------|------------------|--------|----------|-------|
|----|---------|------|----------------|------------------|--------|----------|-------|

| No | Tanggal | Area | Item Pekerjaan | Detail Pekerjaan | Before | Progress | After |
|----|---------|------|----------------|------------------|--------|----------|-------|
|----|---------|------|----------------|------------------|--------|----------|-------|

| No | Tanggal | Area | Item Pekerjaan | Detail Pekerjaan | Before | Progress | After |
|----|---------|------|----------------|------------------|--------|----------|-------|
|----|---------|------|----------------|------------------|--------|----------|-------|

| No | Tanggal    | Area     | Item Pekerjaan | Detail Pekerjaan     | Before                                                                                                         | Progress                                                                                                        | After                                                                                                            |
|----|------------|----------|----------------|----------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING KAKI PARTISI | <br>10:07:47<br>06-Jan-2022   | <br>10:10:03<br>06-Jan-2022   | <br>11:07:56<br>06-Jan-2022   |
| 2  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING HANDRILL     | <br>15:27:31<br>06-Jan-2022   | <br>16:05:28<br>06-Jan-2022   | <br>16:10:22<br>06-Jan-2022   |
| 3  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING PINTU EXIT   | <br>15:25:38<br>06-Jan-2022  | <br>15:31:23<br>06-Jan-2022  | <br>16:10:56<br>06-Jan-2022  |
| 4  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING KAKI PARTISI | <br>10:11:26<br>06-Jan-2022 | <br>10:13:32<br>06-Jan-2022 | <br>11:08:21<br>06-Jan-2022 |
| 5  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING HANDRILL     | <br>15:26:59<br>06-Jan-2022 | <br>16:05:02<br>06-Jan-2022 | <br>16:09:28<br>06-Jan-2022 |
| 6  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING PINTU EXIT   | <br>15:26:14<br>06-Jan-2022 | <br>15:35:00<br>06-Jan-2022 | <br>16:11:18<br>06-Jan-2022 |

| No | Tanggal    | Area     | Item Pekerjaan | Detail Pekerjaan     | Before                                                                                                     | Progress                                                                                                    | After                                                                                                         |
|----|------------|----------|----------------|----------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 7  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING KAKI PARTISI |  10:11:51<br>06-Jan-202   |  10:12:43<br>06-Jan-202   |  11:09:11<br>06-Jan-202    |
| 8  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING HANDRILL     |  15:42:30<br>06-Jan-202   |  15:59:03<br>06-Jan-202   |  16:05:54<br>06-Jan-202    |
| 9  | 06-01-2025 | EXTERNAL | DUSTING        | DUSTING PINTU EXIT   |  15:24:50<br>06-Jan-202  |  15:35:48<br>06-Jan-202  |  16:11:54<br>06-Jan-202   |
| 10 | 06-01-2025 | BASEMENT | ROC            | ROC BASEMENT         |  15:22:57<br>06-Jan-202 |  15:23:57<br>06-Jan-202 |  16:12:42<br>06-Jan-2025 |



# LAPORAN TURNOVER



# **LAPORAN MESIN**

| No | Kode Mesin       | Jenis Mesin                       | Merk Mesin | Foto Depan                                                                         | Foto Samping                                                                         | Status Baik | Status Rusak |
|----|------------------|-----------------------------------|------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------|--------------|
| 1  | CF4/3/VC60/3750  | WET & DRY VACUUM CLEANER 60 LITER | INNOTECH   |   |   | -           | RUSAK        |
| 2  | CF4/60/LOSP/3406 | LOW SPEED POLISHER                | REDWIND    |   |   | BAIK        | -            |
| 3  | CF4/8/KR50/3408  | KABEL ROLL 50 METER               | KRISBOW    |  |  | BAIK        | -            |