

LAPORAN BULANAN CLEANING SERVICE

Proyek :
THE PINNACLE APARTMENT



Periode :

JANUARI 2025

Disusun Oleh :

DIDIT RISNANDO

CS-SUPERVISOR

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 THE PINNACLE APARTMENT

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.

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LAPORAN MESIN



LAPORAN JADWAL

OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	5005993	ANDRE AGUNG RIAN TO	CLEANER	HM	HM	HM	HM	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HM	
2	5005999	OKTRINA NILAMSARI	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HP	HS	HS	HS	OFF	HS	HP	HP	HP	HP	OFF	HS	HS	
3	5006824	MUHAMMAD GANANG PRASETYO	CLEANER	HS	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HM	HM	OFF	HS	HP	HP	HP	HP	HP	OFF	HM	HM	HM	HM	HM	HM	HM	OFF	HS	HS	HP	HP
4	5007070	IDHAM FANANI	CS-GARDENER	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	
5	5007069	ARSWENDO ALDI WIJANARKO	CLEANER	HP	HP	HP	OFF	HS	HP	HP	HM	HM	OFF	HS	HP	HS	HP	HP	OFF	HP	HP	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	OFF	
6	5007617	HAYIM MURTADHO	CLEANER	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HS	HS	HP	HP	HP	HP	OFF	HS	HS	
7	5007635	RAMA DWI SAPUTRA	CLEANER	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	OFF	HS	HP	HP	HS	HS	HS	OFF	HS	HP	HM	HM	HM	HM	OFF	
8	5007754	MUHAMMAD AIMMATUL UDHMA	CLEANER	HP	HP	HP	HP	HM	OFF	HS	HS	HS	HS	HP	OFF	HM	HM	HM	HM	HM	HM	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	
9	5008424	CATUR NOVITASARI	CLEANER	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HP	OFF	HP	HP	HS	HP	HP	OFF	HS	HP	HS	HS	HS	HS	HS	OFF	HP	
10	5008465	YOHANIS M F SABNENO	CLEANER	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HM	OFF	HS	HS	HS	HS	HP	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	
11	5009944	LUTHFI CHANIF	CS-GARDENER	HP	HP	HP	HP	HP	HS	OFF	HP	HS	HS	HS	HS	HP	OFF	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	
12	5010390	AGNES NUR ASFIANI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	
Total MP Shift Pagi:				6	7	7	6	5	6	6	6	6	6	7	5	6	6	6	6	7	6	5	6	6	6	6	6	5	6	6	6	7	6		
Total MP Shift Siang:				3	3	3	3	3	4	3	3	4	3	3	3	3	3	3	3	3	3	4	3	3	4	4	3	3	4	3	3	4	3	3	
Total MP Shift Malam:				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Total MP Libur:				2	1	1	2	3	1	2	2	1	2	1	3	2	2	2	2	1	2	2	2	2	2	1	1	2	2	2	2	1	1	2	
Total MP :				12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	

PENGAWAS

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5005988	DIDIT RISNANDO	CS-SUPERVISOR	HP	HS	HS	HP	HP	OFF	HS	HP	HS	HS	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HS	HS	HS	HP	OFF	HS	HP	HP	HP

[illegible]



LAPORAN REKAP ABSENSI

[illegible]

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan			
10	5007754	CLEANER	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	27	0	0	1	4	0	0	0	-			
	MUHAMMAD AIMMATUL UDHMA																																												
11	5008424	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	26	0	0	0	5	0	0	0	-			
	CATUR NOVITASARI																																												
12	5008465	CLEANER	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	27	0	0	1	4	0	0	0	-			
	YOHANIS M F SABNENO															G																													
13	5009944	CS-GARDENER	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	IR	IR	H	H	H	H	O	H	H	H	H	25	0	0	1	4	0	0	2	-			
	LUTHFI CHANIF																																												
14	5010390	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	26	0	0	0	5	0	0	0	-			
	AGNES NUR ASFIANI																																												
Total :																																		363	0	0	8	63	2	2	4				

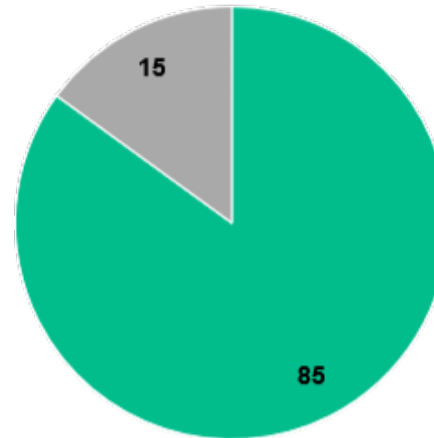
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIY MITRA		Nama
	2025-01-16 14:05:15	2025-01-20 12:04:35	Tgl	Tgl

TOTAL JADWAL : 434 MP

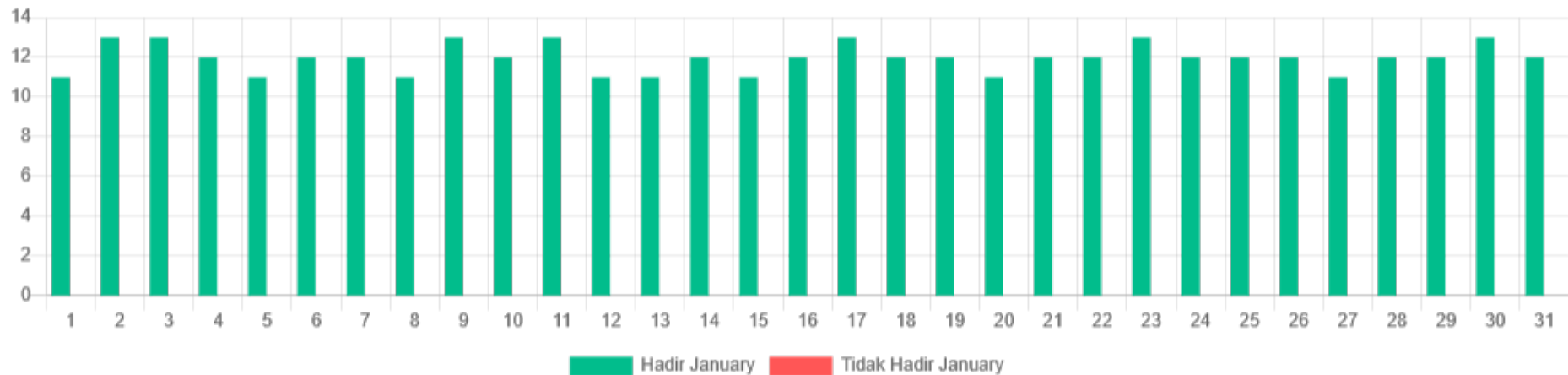
HADIR : 371 MP

OFF : 63 MP

TIDAK HADIR : 0 MP



Monthly : January





LAPORAN TABEL PERIODIK

No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	JML	Ket				
							RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM						
							P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A		P	A	P	A
LOBBY AREA																																											
1	GC RESTROOM LOBBY	GENERAL CLEANING	0	5	0	0	P	A						P	A						P	A						P	A						P	A		5	5				
2	SCRUBBING LANTAI LOBBY APT	SCRUBBENG	0	5	0	0		P	A							P	A					P	A							P	A					P	A		5	5			
3	ROC AREA LOBBY	REMOVE ON CONWEB	0	5	0	0			P	A							P	A					P	A						P	A						P	A		5	5		
4	WASHING DUSTBIN/STANDING ASTRAY	WASHING	0	4	0	0				P	A							P	A					P	A						P	A							4	4			
5	WALL MARBLE AREA LOBBY	WALL CLEAN	0	4	0	0					P	A						P	A					P	A							P	A						4	4			
6	WINDOW AREA LOBBY APARTMENT&HOTEL	GLASS CLEANING	0	4	0	0						P	A						P	A					P	A							P	A					4	4			
7	WIPE CLEAN SUDUT-SUDUT LANTAI AREA LOBBY	WIPE CLEAN	0	4	0	0							P	A						P	A						P	A						P	A				4	4			
KORIDOR APARTMENT																																											
1	WINDOW AREA KORIDOR APARTMENT	GLASS CLEANING	0	5	0	0	P	A							P	A					P	A						P	A							P	A		5	5			
2	WALL KORIDOR APARTMENT	WALL CLEAN	0	9	0	0		P	A				P	A			P	A			P	A				P	A			P	A			P	A			P	A		9	9	
3	LANTAI KORIDOR APARTMENT	SCRUBBENG	0	5	0	0			P	A							P	A					P	A						P	A							P	A		5	5	
4	CEILING KORIDOR APARTMENT	REMOVE ON CONWEB	0	4	0	0				P	A							P	A					P	A						P	A							4	4			
5	GLASSING WINDOW AREA KORIDOR APARTMENT	GLASS CLEANING	0	4	0	0					P	A							P	A					P	A						P	A						4	4			
6	SCRUBBENG LANTAI KORIDOR APARTMENT	SCRUBBENG	0	4	0	0							P	A						P	A						P	A						P	A				4	4			
ROOF TOP AREA 23																																											
1	RESTROOM ROOF TOP AREA 23	GENERAL CLEANING	0	5	0	0	P	A							P	A						P	A						P	A							P	A		5	5		
2	CLEANING LANTAI KORIDOR AREA 23	SCRUBBENG	0	5	0	0		P	A							P	A						P	A						P	A							P	A		5	5	
3	WALL CLEAN AREAROOFTOP AREA 23	WALL CLEAN	0	5	0	0			P	A								P	A					P	A						P	A							P	A		5	5
4	STANDING ASTRAY DUSTBIN ROOF TOP AREA 23	WASHING	0	4	0	0				P	A								P	A					P	A						P	A						4	4			
5	CLEANING RUANG RWT AREA 23	DEEP CLEANING	0	0	1	0																										P	A					1	1				

Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi
X	: Tidak Terealisasi

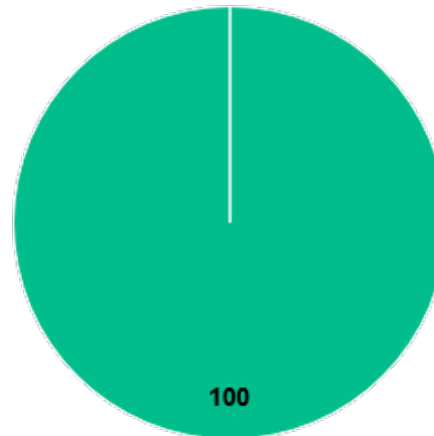
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REALISASI : 136

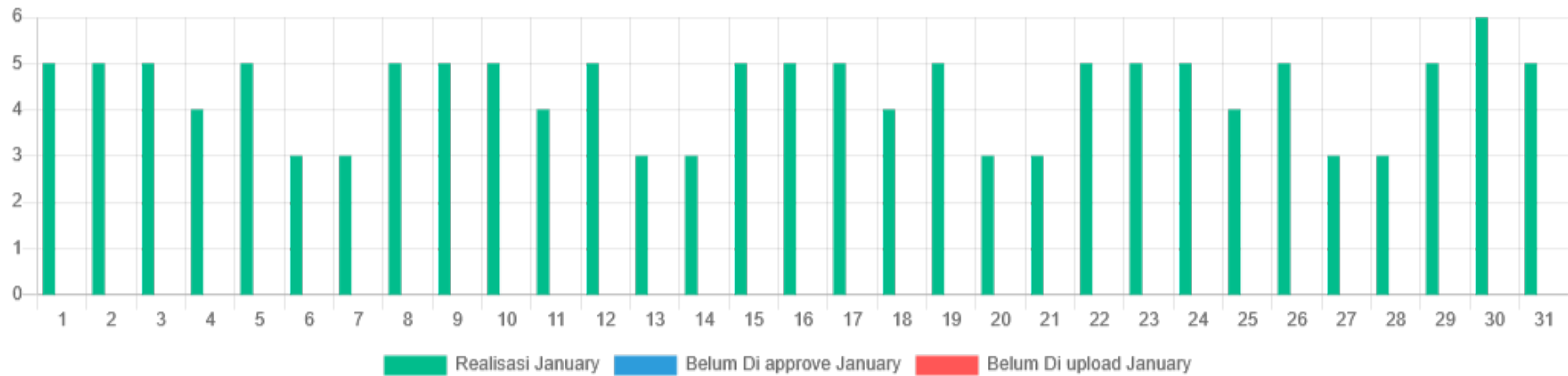
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BELUM APPROVE : 0

BELUM UPLOAD : 0



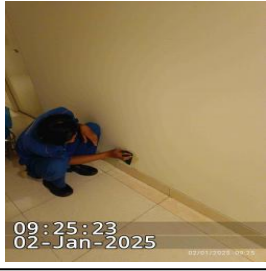
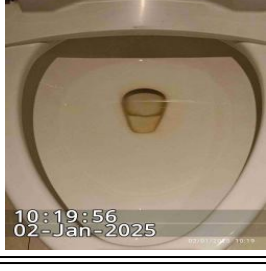
Monthly : January

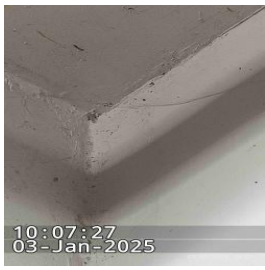




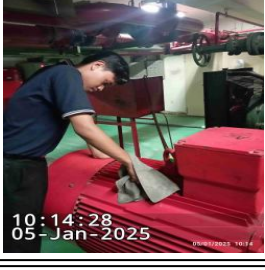
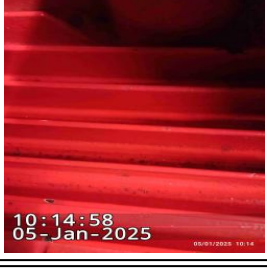
LAPORAN VISUALISASI PERIODIK

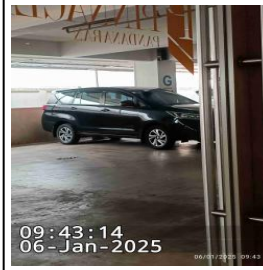
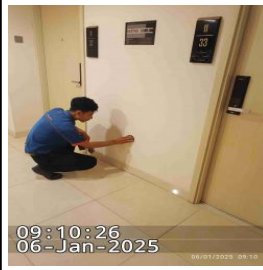
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-01-2025	THE PINNACLE APARTMENT	GENERAL CLEANING	GC RESTROOM LOBBY	 09:05:45 01-Jan-2025	 09:06:12 01-Jan-2025	 09:06:34 01-Jan-2025
2	01-01-2025	THE PINNACLE APARTMENT	GLASS CLEANING	WINDOW AREA KORIDOR APARTMENT	 09:09:12 01-Jan-2025	 09:09:39 01-Jan-2025	 09:10:22 01-Jan-2025
3	01-01-2025	THE PINNACLE APARTMENT	GENERAL CLEANING	RESTROOM ROOF TOP AREA 23	 14:36:09 01-Jan-2025	 14:36:41 01-Jan-2025	 14:37:25 01-Jan-2025
4	01-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL CLEAN PILAR AREA CARPARK	 09:13:13 01-Jan-2025	 09:13:32 01-Jan-2025	 09:14:01 01-Jan-2025
5	01-01-2025	THE PINNACLE APARTMENT	REMOVE ON CONWEB	CEILING KORIDOR BASEMANT GASTRO HOTEL	 10:55:05 01-Jan-2025	 10:55:26 01-Jan-2025	 10:55:46 01-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-01-2025	THE PINNACLE APARTMENT	SCRUBBENG	SCRUBBING LANTAI LOBBY APT	 09:34:46 02-Jan-2025	 10:30:48 02-Jan-2025	 10:31:49 02-Jan-2025
2	02-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL KORIDOR APARTMENT	 09:25:00 02-Jan-2025	 09:25:23 02-Jan-2025	 09:26:11 02-Jan-2025
3	02-01-2025	THE PINNACLE APARTMENT	SCRUBBENG	CLEANING LANTAI KORIDOR AREA 23	 10:35:45 02-Jan-2025	 11:06:14 02-Jan-2025	 11:07:18 02-Jan-2025
4	02-01-2025	THE PINNACLE APARTMENT	WASHING	WASHING STANDING ASTRAY CARPARK	 09:36:17 02-Jan-2025	 09:39:10 02-Jan-2025	 09:41:47 02-Jan-2025
5	02-01-2025	THE PINNACLE APARTMENT	GENERAL CLEANING	DEEP CLEANING RESTROOM GASTRO HOTEL	 10:19:56 02-Jan-2025	 10:20:11 02-Jan-2025	 10:21:04 02-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-01-2025	THE PINNACLE APARTMENT	REMOVE ON CONWEB	ROC AREA LOBBY	 10:07:27 03-Jan-2025	 10:07:40 03-Jan-2025	 10:08:11 03-Jan-2025
2	03-01-2025	THE PINNACLE APARTMENT	SCRUBBENG	LANTAI KORIDOR APARTMENT	 09:33:56 03-Jan-2025	 09:36:02 03-Jan-2025	 09:36:45 03-Jan-2025
3	03-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL CLEAN AREAROOFTOP AREA 23	 09:30:02 03-Jan-2025	 09:30:39 03-Jan-2025	 09:31:02 03-Jan-2025
4	03-01-2025	THE PINNACLE APARTMENT	SCRUBBENG	SPOTING AREA BAWAH DUSTBIN CARPARK	 09:38:31 03-Jan-2025	 09:39:19 03-Jan-2025	 09:40:26 03-Jan-2025
5	03-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL CLEAN KORIDOR BASEMANT GASTRO HOTEL	 09:43:53 03-Jan-2025	 09:44:14 03-Jan-2025	 09:44:36 03-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-01-2025	THE PINNACLE APARTMENT	WASHING	WASHING DUSTBIN/STANDING ASTRAY	 09:55:41 04-Jan-2025	 09:56:55 04-Jan-2025	 10:00:29 04-Jan-2025
2	04-01-2025	THE PINNACLE APARTMENT	REMOVE ON CONWEB	CEILING KORIDOR APARTMENT	 09:43:25 04-Jan-2025	 09:43:39 04-Jan-2025	 09:44:16 04-Jan-2025
3	04-01-2025	THE PINNACLE APARTMENT	WASHING	STANDING ASTRAY DUSTBIN ROOF TOP AREA 23	 14:16:44 04-Jan-2025	 14:17:48 04-Jan-2025	 14:19:20 04-Jan-2025
4	04-01-2025	THE PINNACLE APARTMENT	REMOVE ON CONWEB	CLEANING CEILING KORIDOR CARPARK	 09:48:11 04-Jan-2025	 09:48:24 04-Jan-2025	 09:48:47 04-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL MARBLE AREA LOBBY	 10:18:26 05-Jan-2025	 10:18:52 05-Jan-2025	 10:19:56 05-Jan-2025
2	05-01-2025	THE PINNACLE APARTMENT	GLASS CLEANING	GLASSING WINDOW AREA KORIDOR APARTMENT	 10:02:09 05-Jan-2025	 10:02:26 05-Jan-2025	 10:03:10 05-Jan-2025
3	05-01-2025	THE PINNACLE APARTMENT	WIPE CLEAN	DETAIL SWEEPING PASIR AREA CARPARK	 10:06:14 05-Jan-2025	 10:06:31 05-Jan-2025	 10:07:15 05-Jan-2025
4	05-01-2025	THE PINNACLE APARTMENT	DEEP CLEANING	DETAIL CLEANING RUANG HYDRANT BASEMANT	 10:14:14 05-Jan-2025	 10:14:28 05-Jan-2025	 10:14:58 05-Jan-2025
5	05-01-2025	THE PINNACLE APARTMENT	GLASS CLEANING	GLASSING WINDOW AREA RESTO GASTRO HOTEL	 10:10:58 05-Jan-2025	 10:12:07 05-Jan-2025	 10:12:54 05-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-01-2025	THE PINNACLE APARTMENT	GLASS CLEANING	WINDOW AREA LOBBY APARTMENT&HOTEL	 09:39:39 06-Jan-2025	 09:40:06 06-Jan-2025	 09:43:14 06-Jan-2025
2	06-01-2025	THE PINNACLE APARTMENT	WALL CLEAN	WALL KORIDOR APARTMENT	 09:10:10 06-Jan-2025	 09:10:26 06-Jan-2025	 09:12:15 06-Jan-2025
3	06-01-2025	THE PINNACLE APARTMENT	WIPE CLEAN	LANTAI KORIDOR BASEMANT GASTRO HOTEL	 10:14:39 06-Jan-2025	 10:15:05 06-Jan-2025	 10:15:47 06-Jan-2025



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
14	0	0	0	1	13	7.41

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	5007138	IBNU AL HARIS	CLEANER	DIPULANGKAN KE HO	2025-01-03	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

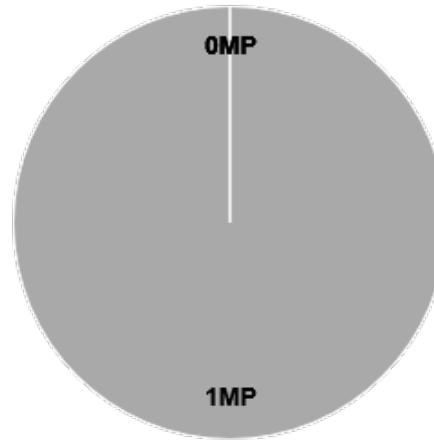
NEW : 0 MP

RESIGN : 1 MP

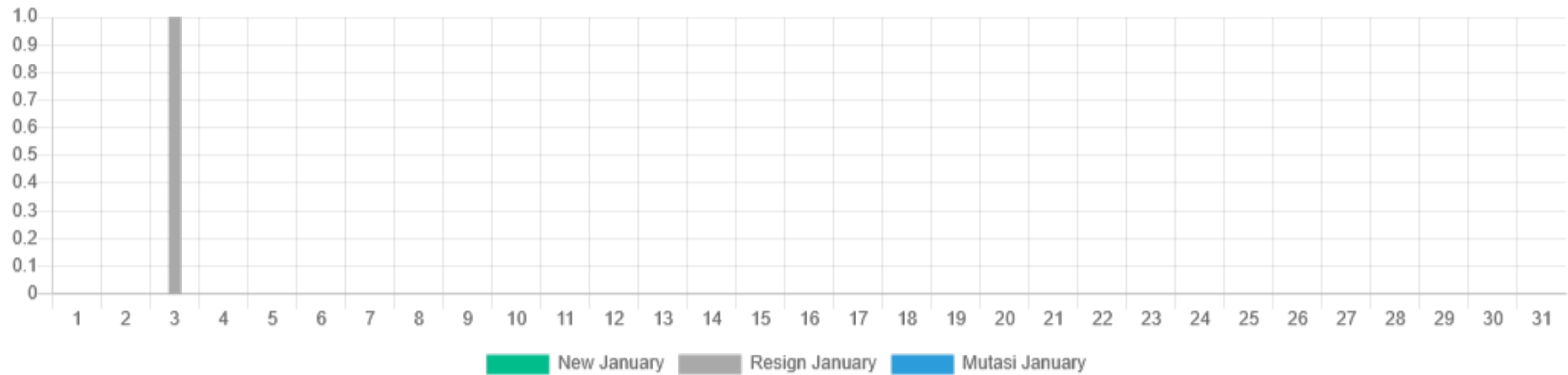
MUTASI : 0 MP

Pengawas : 0

CSO : 1



Monthly : January





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
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