

LAPORAN BULANAN CLEANING SERVICE

Proyek :
LAZADA INDONESIA - CAPITAL PLACE



Lazada

Periode :

JANUARI 2025

Disusun Oleh :

**ARI SUSANTO
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 LAZADA INDONESIA - CAPITAL PLACE

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

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER

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	1036638	SRI BINTANG	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	OFF	HS	OFF	HS	HS
2	1036639	SUNANI	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HS	OFF	HS	HS
3	1036641	LUCKY RINALDIANSYAH	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HP	HP	WD	OFF	OFF	HP	OFF	HP	HP
4	1036642	AGUS SUWANDI	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	OFF	OFF	HS	HS
5	1036643	NANANG KASYADI	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	OFF	HP	OFF	HP	HP
6	1036644	LUKMAN JUMAEDI	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF																			
7	1036645	PRIYONO BIN PAIRIN	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HS	OFF	HS	HS
8	1036646	LUKMANUL HAKIM	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HS	OFF	HS	HS
9	1036647	INA YULIANA	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	WD	OFF	OFF	HP	OFF	HP	HP
10	1036649	ISWAN BASTIAN	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HP	HP	HP	WD	OFF	HP	HP	HP	HP	OFF	OFF	OFF	HS	HS	HS	HS	HS	WD	OFF	OFF	HP	OFF	HP	HP
11	13003420	ZULKARNAEN	HR-DRIVER	OFF	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	OFF	MD1	MD1
12	1039613	FARIZTA AKBAR	CLEANER	OFF	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	OFF	OFF	OFF	HP	OFF	HP	HP
13	1040376	MUHAMMAD RIZKY	CLEANER	OFF	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HS	OFF	HP	HS
Total MP Shift Pagi:				0	7	7	0	0	7	7	7	7	7	0	0	6	6	6	7	6	0	0	6	6	6	7	7	0	0	0	6		7	6
Total MP Shift Siang:				0	6	6	0	0	6	6	6	6	6	0	0	6	6	6	5	5	0	0	6	6	6	5	5	0	0	0	5		5	6
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total MP Libur:				13	0	0	1	13	0	0	0	0	0	1	13	0	0	0	0	1	3	12	0	0	0	0	0	2	12	12	1	12		
Total MP :				13	13	13	1	13	13	13	13	13	1	13	12	12	12	12	12	12	3	12	12	12	12	12	12	2	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	1036636	ARI SUSANTO	CS-SUPERVISOR	OFF	HS	HS	WD	OFF	HP	HP	HP	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HP	OFF	HP	HP
2	1036637	USYANTO	CS-LEADER	OFF	HP	HP	WD	OFF	HS	HS	HS	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	OFF	HS	OFF	HS	HS
Total MP Shift Pagi:				0	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1		1	1
Total MP Shift Siang:				0	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1		1	1
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total MP Libur:				2	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	2	0	2		
Total MP :				2	2	2	0	2	2	2	2	2	0	2	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2



LAPORAN REKAP ABSENSI

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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	1036646	CLEANER	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	O	H	O	H	H	24	0	0	2	7	0	0	0	-	
	LUKMANUL HAKIM									G																																	
11	1036647	CLEANER	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	O	H	H	H	H	H	H	O	O	H	O	H	H	23	0	0	1	8	0	0	0	-	
	INA YULIANA																																										
12	1036649	CLEANER	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	O	O	O	H	H	H	H	H	H	O	O	H	O	H	H	22	0	0	1	9	0	0	0	-	
	ISWAN BASTIAN																																										
13	1039613	CLEANER	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	O	O	H	O	H	H	23	0	0	1	8	0	0	0	-		
	FARIZTA AKBAR																																										
14	1040376	CLEANER	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	O	H	O	H	H	24	0	0	2	7	0	0	0	-		
	MUHAMMAD RIZKY									G																																	
15	13003420	HR-DRIVER	O	H	H	O	O	A	A	H	H	H	O	O	H	H	A	A	H	O	O	H	H	H	H	H	O	O	O	H	O	H	H	16	0	4	0	11	0	0	0	-	
	ZULKARNAEN																																										
Total :																																		328	2	6	15	110	0	0	0		

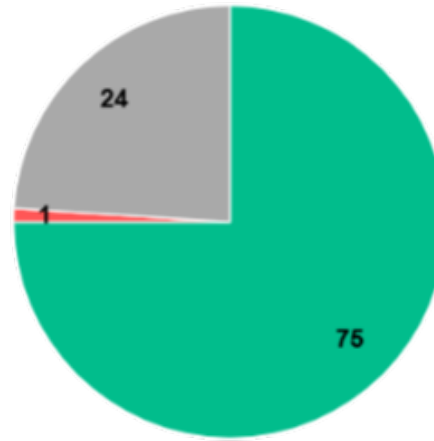
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	JAMALLUDIN	ADMIN OA - KARIN		Nama
	2025-01-16 09:56:19	2025-01-21 16:37:27	Tgl	Tgl

TOTAL JADWAL : 459 MP

HADIR : 343 MP

OFF : 110 MP

TIDAK HADIR : 6 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
LANTAI 19 - MEETING ROOM																																									
1	MEETING ROOM KEDIRI	GENERAL CLEANING	0	0	1	0					P	A																									1	1			
2	MEETING ROOM MALANG	GENERAL CLEANING	0	0	1	0					P	A																										1	1		
3	MEETING ROOM KUDUS	GENERAL CLEANING	0	0	1	0					P	A																										1	1		
4	MEETING ROOM KUDUS	SHAMPOOING CARPET	0	0	1	0					P	A																											1	1	
5	MEETING ROOM TASIKMALAYA	SHAMPOOING CARPET	0	0	1	0					P	A																											1	1	
6	MEETING ROOM BLITAR	GENERAL CLEANING	0	0	1	0					P	A																											1	1	
7	MEETING ROOM SEMARANG	GENERAL CLEANING	0	0	1	0					P	A																											1	1	
8	MEETING ROOM SEMARANG	SHAMPOOING CARPET	0	0	1	0					P	A																												1	1
9	MEETING ROOM SOLO	SHAMPOOING CARPET	0	0	1	0					P	A																												1	1
10	MEETING ROOM BANYUWANGI	GENERAL CLEANING	0	0	1	0					P	A																												1	1
11	MEETING ROOM MAGELANG	GENERAL CLEANING	0	0	1	0					P	A																												1	1
12	MEETING ROOM JEPARA	GENERAL CLEANING	0	0	1	0					P	A																												1	1
13	MEETING ROOM CIREBON	GENERAL CLEANING	0	0	1	0					P	A																												1	1
14	MEETING ROOM MADURA	GENERAL CLEANING	0	0	1	0					P	A																												1	1
15	MEETING ROOM PHONEBOTH	GENERAL CLEANING	0	0	1	0					P	A																												1	1
16	MEETING ROOM PHONEROOM	GENERAL CLEANING	0	0	1	0					P	A																												1	1
LANTAI 19 - CANTEEN																																									
1	TANGGA	GENERAL CLEANING	0	4	0	0						P	A						P	A						P	A						P	A					4	4	
2	STORAGE	GENERAL CLEANING	0	4	0	0							P	A						P	A						P	A						P	A					4	4

[illegible]

[illegible]

LANTAI 20 - CANTEEN

[illegible]

LANTAI 20 - WORKS STATION

[illegible]

[illegible]

5	LIST DINDING DAN KACA	POLISHING	0	5	0	0		P	A					P	A					P	A									P	A	5	5			
6	RAK TANAMAN	POLISHING	0	5	0	0		P	A					P	A					P	A									P	A	5	5			
7	PANTRY	GENERAL CLEANING	0	3	0	0						P	A					P	A							P	A						3	3		
LANTAI 21 - BALCON																																				
1	KURSI	POLISHING	0	5	0	0			P	A					P	A													P	A	5	5				
2	MEJA	POLISHING	0	5	0	0			P	A					P	A													P	A	5	5				
3	ASBAK	POLISHING	0	5	0	0			P	A					P	A													P	A	5	5				
4	LANTAI	BRUSHING	0	0	1	0																										1	1			
Total Rencana :			0	8	8	18	0	7	5	5	8	8	22	1	6	5	5	8	8	14	0	6	5	5	8	8	1	0	5	5	2	8	8			
Total Realisasi :			0	8	8	18	0	7	5	5	8	8	22	0	6	5	5	8	8	14	0	6	5	5	8	8	1	0	5	5	2	8	8	197	196	99%
Tidak Terealisasi :			0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Warna	Keterangan																																			
P	: Planning																																			
A	: Actual / Terealisasi																																			
X	: Tidak Terealisasi																																			

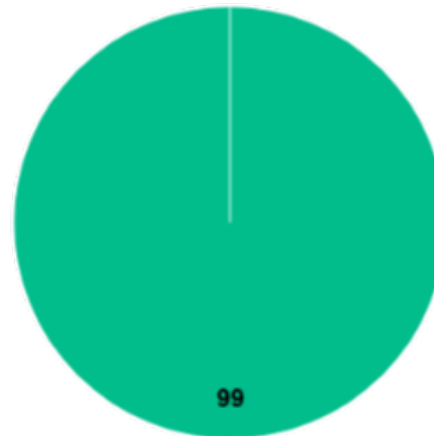
PEKERJAAN : 198

REALISASI : 196

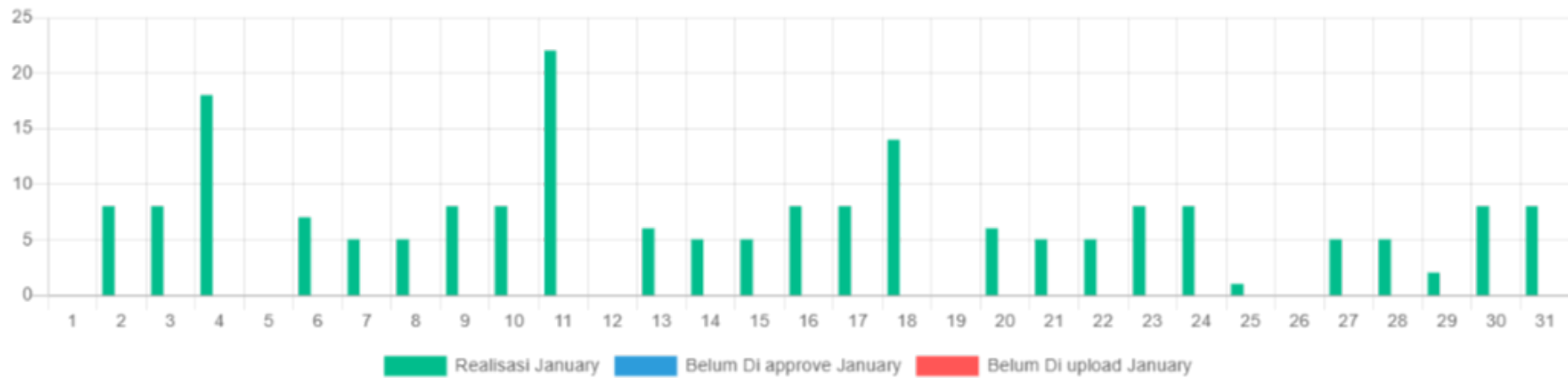
DIALIHKAN : 2

BELUM APPROVE : 0

BELUM UPLOAD : 0

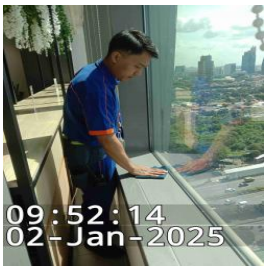
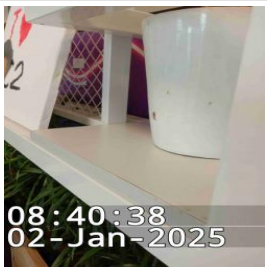


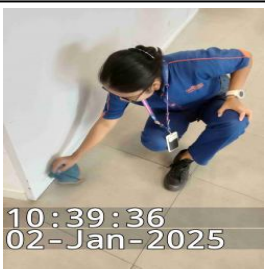
Monthly : January

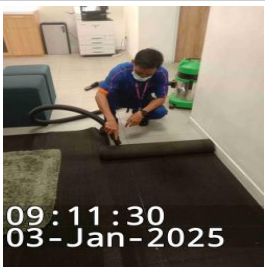


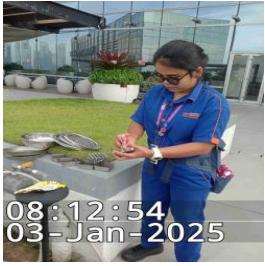


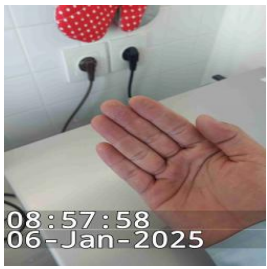
LAPORAN VISUALISASI PERIODIK

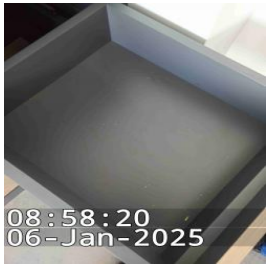
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 07:29:25 02-Jan-2025	 08:25:09 02-Jan-2025	 10:54:40 02-Jan-2025
2	02-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 07:31:00 02-Jan-2025	 09:51:16 02-Jan-2025	 10:55:17 02-Jan-2025
3	02-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 07:15:24 02-Jan-2025	 09:52:14 02-Jan-2025	 10:56:01 02-Jan-2025
4	02-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 08:26:00 02-Jan-2025	 08:26:21 02-Jan-2025	 10:57:41 02-Jan-2025
5	02-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 07:13:59 02-Jan-2025	 08:39:10 02-Jan-2025	 08:40:38 02-Jan-2025
6	02-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 12:29:55 02-Jan-2025	 12:34:20 02-Jan-2025	 12:35:19 02-Jan-2025

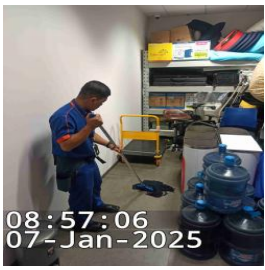
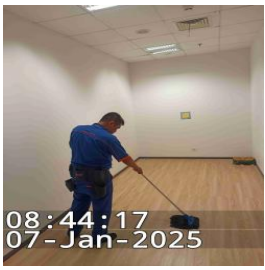
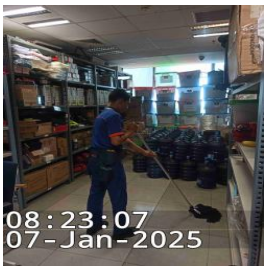
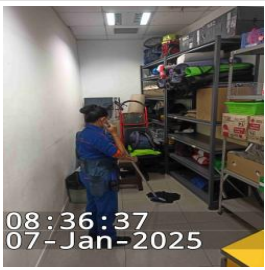
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	02-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 08:06:34 02-Jan-2025	 10:39:36 02-Jan-2025	 12:28:23 02-Jan-2025
8	02-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 08:01:47 02-Jan-2025	 09:02:46 02-Jan-2025	 12:36:28 02-Jan-2025

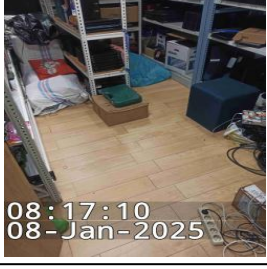
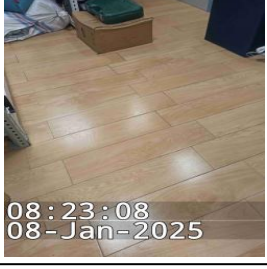
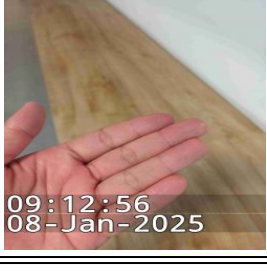
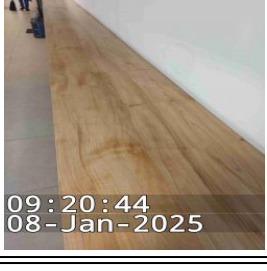
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 16:54:48 03-Jan-2025	 20:07:08 03-Jan-2025	 20:20:58 03-Jan-2025
2	03-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 08:31:57 03-Jan-2025	 20:10:52 03-Jan-2025	 20:20:03 03-Jan-2025
3	03-01-2025	SHIFT PAGI	GENERAL CLEANING	SENDAL MUSHOLA	 07:52:22 03-Jan-2025	 08:36:47 03-Jan-2025	 09:12:14 03-Jan-2025
4	03-01-2025	SHIFT PAGI	GENERAL CLEANING	KARPET MUSHOLA	 07:54:17 03-Jan-2025	 09:11:30 03-Jan-2025	 10:08:20 03-Jan-2025
5	03-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 16:53:25 03-Jan-2025	 20:23:36 03-Jan-2025	 21:10:03 03-Jan-2025
6	03-01-2025	SHIFT PAGI	POLISHING	KURSI	 08:09:46 03-Jan-2025	 09:36:08 03-Jan-2025	 09:39:46 03-Jan-2025

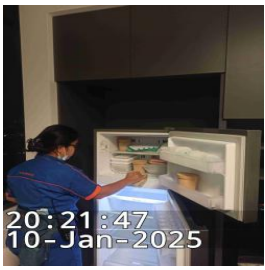
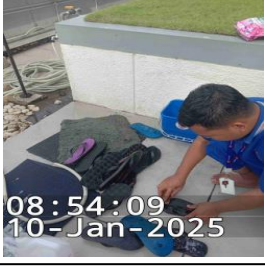
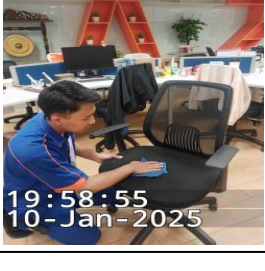
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	03-01-2025	SHIFT PAGI	POLISHING	MEJA	 08:14:10 03-Jan-2025	 09:35:03 03-Jan-2025	 09:38:05 03-Jan-2025
8	03-01-2025	SHIFT PAGI	POLISHING	ASBAK	 08:07:21 03-Jan-2025	 08:12:54 03-Jan-2025	 09:36:53 03-Jan-2025

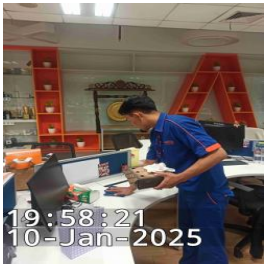
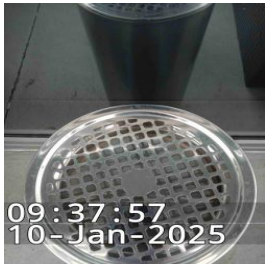
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2	06-01-2025	SHIFT PAGI	POLISHING	LOKER	 09:14:47 06-Jan-2025	 09:16:31 06-Jan-2025	 14:05:39 06-Jan-2025
3	06-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY	 08:57:58 06-Jan-2025	 08:58:52 06-Jan-2025	 09:28:15 06-Jan-2025
4	06-01-2025	SHIFT PAGI	GENERAL CLEANING	TANGGA	 08:54:52 06-Jan-2025	 08:57:03 06-Jan-2025	 09:26:31 06-Jan-2025
5	06-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY	 08:53:32 06-Jan-2025	 10:02:25 06-Jan-2025	 15:12:54 06-Jan-2025
6	06-01-2025	SHIFT PAGI	POLISHING	LOKER	 09:09:36 06-Jan-2025	 09:18:31 06-Jan-2025	 14:09:32 06-Jan-2025

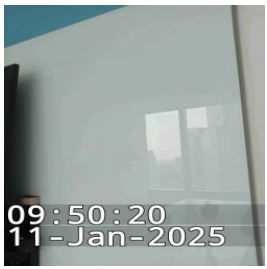
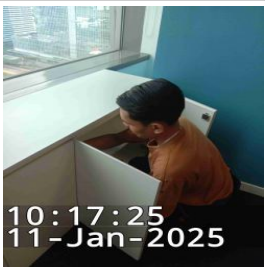
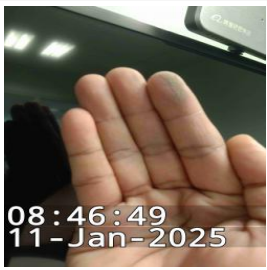
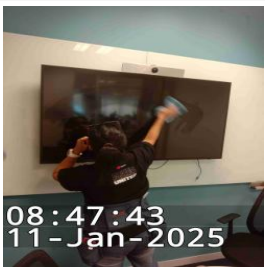
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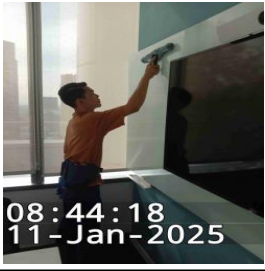
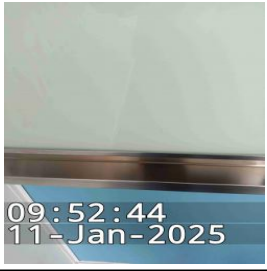
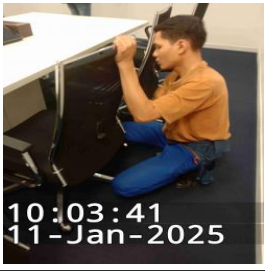
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2	07-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA	 08:43:32 07-Jan-2025	 08:44:17 07-Jan-2025	 08:46:28 07-Jan-2025
3	07-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE	 07:01:02 07-Jan-2025	 08:23:07 07-Jan-2025	 10:57:24 07-Jan-2025
4	07-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA	 08:45:08 07-Jan-2025	 08:46:03 07-Jan-2025	 08:46:58 07-Jan-2025
5	07-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE	 08:24:20 07-Jan-2025	 08:36:37 07-Jan-2025	 13:29:15 07-Jan-2025

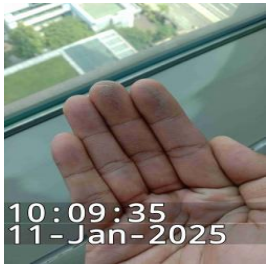
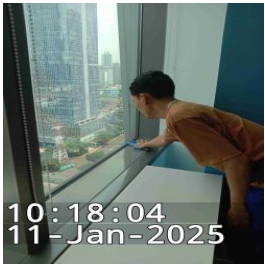
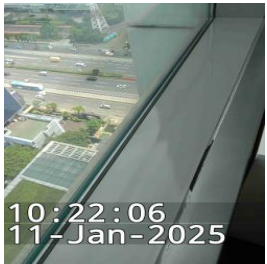
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2	08-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 09:14:52 08-Jan-2025	 09:18:12 08-Jan-2025	 09:19:49 08-Jan-2025
3	08-01-2025	SHIFT PAGI	GENERAL CLEANING	SERVER ROOM	 08:17:10 08-Jan-2025	 08:22:19 08-Jan-2025	 08:23:08 08-Jan-2025
4	08-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 08:24:32 08-Jan-2025	 08:24:55 08-Jan-2025	 10:25:53 08-Jan-2025
5	08-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 09:12:56 08-Jan-2025	 09:14:00 08-Jan-2025	 09:20:44 08-Jan-2025

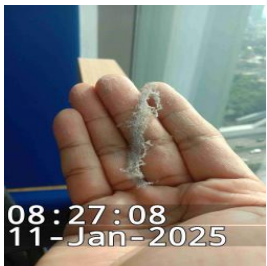
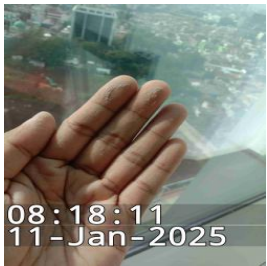
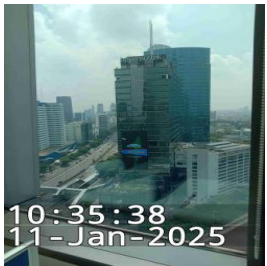
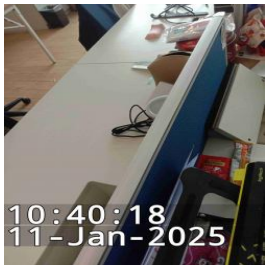
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2	10-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 11:15:26 10-Jan-2025	 20:17:39 10-Jan-2025	 20:34:30 10-Jan-2025
3	10-01-2025	SHIFT PAGI	GENERAL CLEANING	SENDAL MUSHOLA	 08:16:44 10-Jan-2025	 08:54:09 10-Jan-2025	 19:55:43 10-Jan-2025
4	10-01-2025	SHIFT PAGI	GENERAL CLEANING	KARPET MUSHOLA	 08:14:27 10-Jan-2025	 08:54:59 10-Jan-2025	 20:11:13 10-Jan-2025
5	10-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 09:40:51 10-Jan-2025	 09:42:32 10-Jan-2025	 20:12:29 10-Jan-2025
6	10-01-2025	SHIFT PAGI	POLISHING	KURSI	 19:58:45 10-Jan-2025	 19:58:55 10-Jan-2025	 20:14:07 10-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	10-01-2025	SHIFT PAGI	POLISHING	MEJA			
8	10-01-2025	SHIFT PAGI	POLISHING	ASBAK			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM AMBON			
2	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BALI			
3	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BORNEO			
4	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM DERAWAN			
5	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM FLORES			
6	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM HALMAHERA			

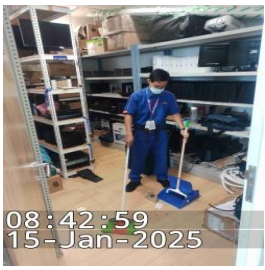
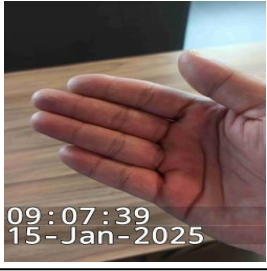
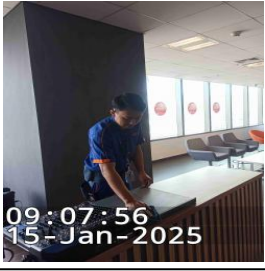
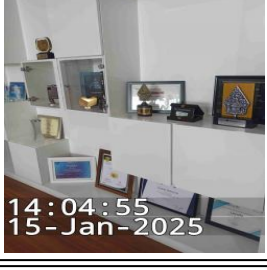
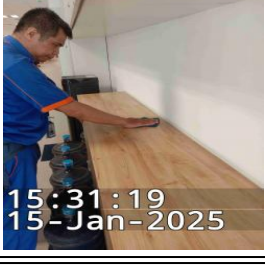
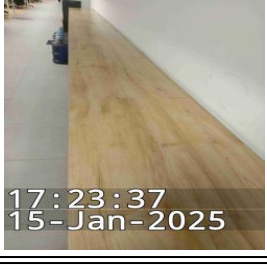
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8	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM KOMODO	 08:41:50 11-Jan-2025	 08:44:18 11-Jan-2025	 09:52:44 11-Jan-2025
9	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM KARAKATOA	 09:38:45 11-Jan-2025	 09:38:56 11-Jan-2025	 09:46:16 11-Jan-2025
10	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM LOMBOK	 09:39:38 11-Jan-2025	 09:39:51 11-Jan-2025	 09:51:09 11-Jan-2025
11	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM SULAWESI	 09:45:02 11-Jan-2025	 09:45:20 11-Jan-2025	 09:53:34 11-Jan-2025
12	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM SUMATRA	 09:56:26 11-Jan-2025	 10:03:41 11-Jan-2025	 10:05:59 11-Jan-2025

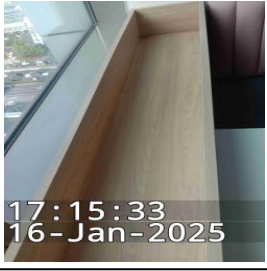
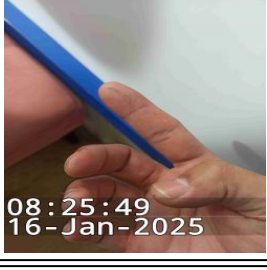
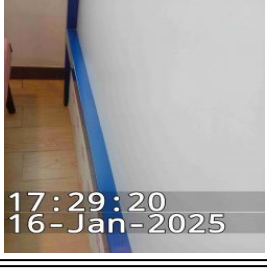
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14	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM WAKATOBI	 09:58:43 11-Jan-2025	 10:02:24 11-Jan-2025	 10:05:16 11-Jan-2025
15	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BANGKA	 10:35:01 11-Jan-2025	 10:58:12 11-Jan-2025	 11:26:57 11-Jan-2025
16	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM SUMBA	 10:33:06 11-Jan-2025	 10:33:19 11-Jan-2025	 10:58:51 11-Jan-2025
17	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM MENTAWAI	 09:40:40 11-Jan-2025	 09:41:31 11-Jan-2025	 11:00:26 11-Jan-2025
18	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM PHONEBOTH	 08:29:27 11-Jan-2025	 09:17:01 11-Jan-2025	 09:24:11 11-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
19	11-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM PHONEROOM	 08:27:08 11-Jan-2025	 09:15:03 11-Jan-2025	 09:23:46 11-Jan-2025
20	11-01-2025	SHIFT PAGI	GENERAL CLEANING	KACA	 08:18:11 11-Jan-2025	 08:23:56 11-Jan-2025	 10:35:38 11-Jan-2025
21	11-01-2025	SHIFT PAGI	POLISHING	MEJA	 08:38:27 11-Jan-2025	 08:38:57 11-Jan-2025	 10:40:18 11-Jan-2025
22	11-01-2025	SHIFT PAGI	GENERAL CLEANING	TEMPAT SAMPAH	 08:33:16 11-Jan-2025	 09:03:25 11-Jan-2025	 10:37:59 11-Jan-2025

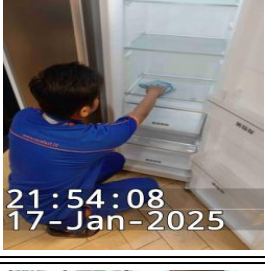
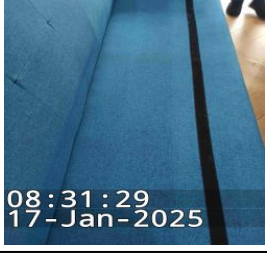
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2	13-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY			
3	13-01-2025	SHIFT PAGI	GENERAL CLEANING	TANGGA			
4	13-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY			
5	13-01-2025	SHIFT PAGI	POLISHING	LOKER			
6	13-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY			

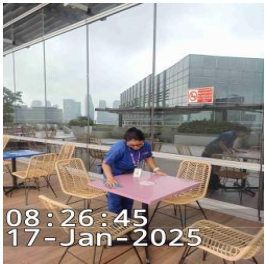
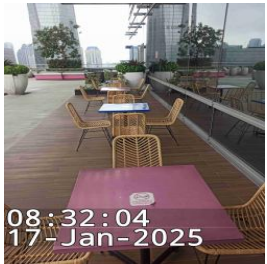
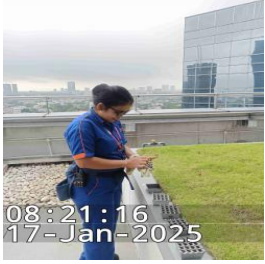
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2	14-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA			
3	14-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE			
4	14-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA			
5	14-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-01-2025	SHIFT PAGI	GENERAL CLEANING	SERVER ROOM	 08:39:09 15-Jan-2025	 08:42:59 15-Jan-2025	 09:00:47 15-Jan-2025
2	15-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 09:07:39 15-Jan-2025	 09:07:56 15-Jan-2025	 14:38:44 15-Jan-2025
3	15-01-2025	SHIFT PAGI	GENERAL CLEANING	SERVER ROOM	 08:36:11 15-Jan-2025	 08:40:10 15-Jan-2025	 14:00:01 15-Jan-2025
4	15-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 08:44:10 15-Jan-2025	 08:46:19 15-Jan-2025	 14:04:55 15-Jan-2025
5	15-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 15:31:00 15-Jan-2025	 15:31:19 15-Jan-2025	 17:23:37 15-Jan-2025

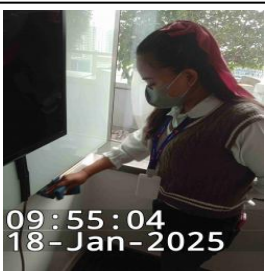
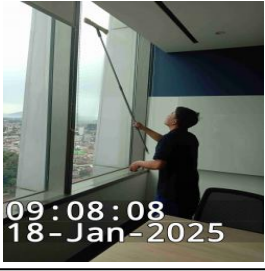
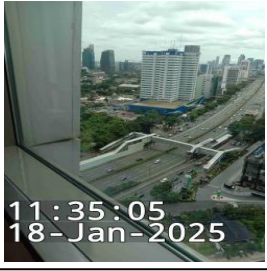
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2	16-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 16:00:20 16-Jan-2025	 16:05:33 16-Jan-2025	 17:15:33 16-Jan-2025
3	16-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 08:24:58 16-Jan-2025	 08:25:14 16-Jan-2025	 17:29:59 16-Jan-2025
4	16-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 08:25:49 16-Jan-2025	 08:26:18 16-Jan-2025	 17:29:20 16-Jan-2025
5	16-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 16:32:16 16-Jan-2025	 16:36:35 16-Jan-2025	 17:31:23 16-Jan-2025
6	16-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 08:43:03 16-Jan-2025	 08:43:34 16-Jan-2025	 21:58:38 16-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
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8	16-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN			

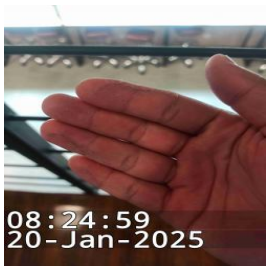
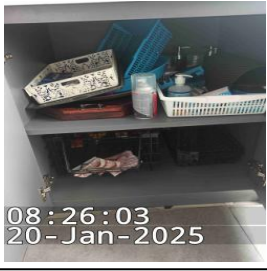
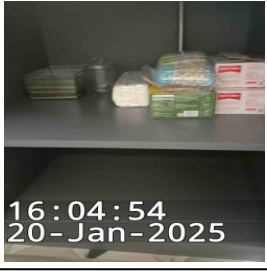
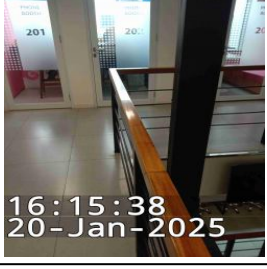
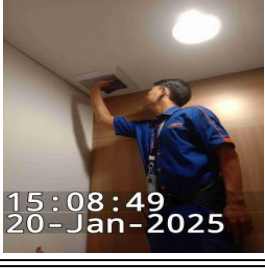
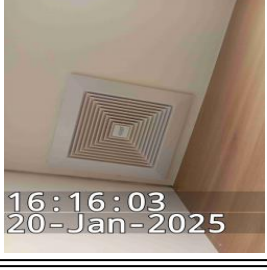
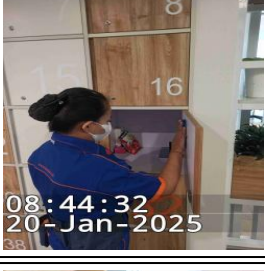
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2	17-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 08:34:38 17-Jan-2025	 20:24:10 17-Jan-2025	 21:04:48 17-Jan-2025
3	17-01-2025	SHIFT PAGI	GENERAL CLEANING	SENDAL MUSHOLA	 08:36:00 17-Jan-2025	 08:36:11 17-Jan-2025	 09:17:10 17-Jan-2025
4	17-01-2025	SHIFT PAGI	GENERAL CLEANING	KARPET MUSHOLA	 08:36:48 17-Jan-2025	 09:19:59 17-Jan-2025	 21:55:57 17-Jan-2025
5	17-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 08:24:55 17-Jan-2025	 21:54:08 17-Jan-2025	 21:58:01 17-Jan-2025
6	17-01-2025	SHIFT PAGI	POLISHING	KURSI	 08:28:38 17-Jan-2025	 08:29:35 17-Jan-2025	 08:31:29 17-Jan-2025

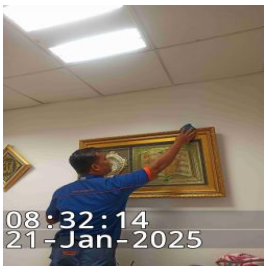
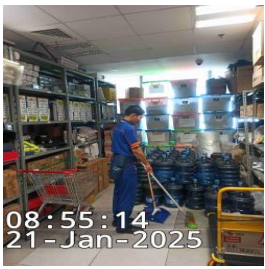
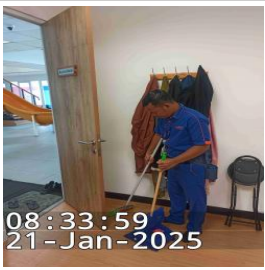
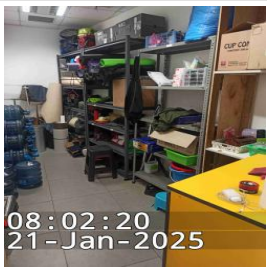
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7	17-01-2025	SHIFT PAGI	POLISHING	MEJA	 08:26:02 17-Jan-2025	 08:26:45 17-Jan-2025	 08:32:04 17-Jan-2025
8	17-01-2025	SHIFT PAGI	POLISHING	ASBAK	 08:21:57 17-Jan-2025	 08:21:16 17-Jan-2025	 08:24:01 17-Jan-2025

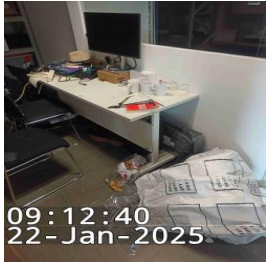
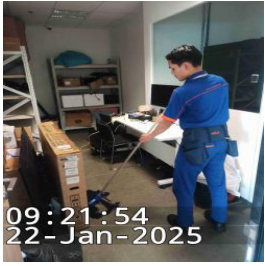
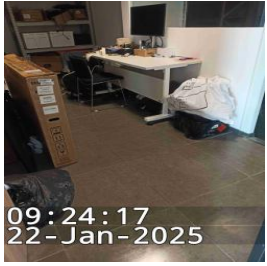
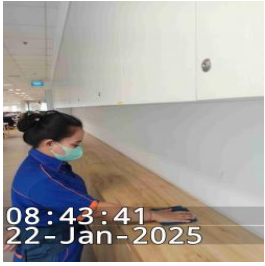
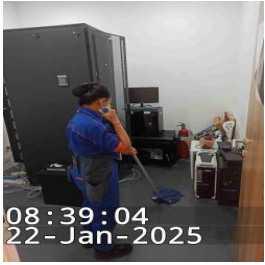
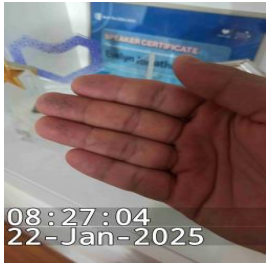
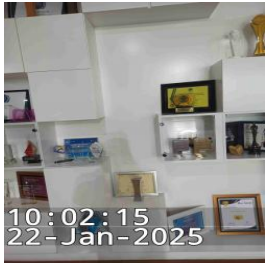
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1	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM MANADO	 08:41:55 18-Jan-2025	 08:42:20 18-Jan-2025	 11:20:13 18-Jan-2025
2	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM MEDAN	 08:43:26 18-Jan-2025	 08:44:10 18-Jan-2025	 11:20:55 18-Jan-2025
3	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM MAKASSAR	 09:15:49 18-Jan-2025	 09:16:10 18-Jan-2025	 11:24:17 18-Jan-2025
4	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM CEO	 09:47:36 18-Jan-2025	 09:47:57 18-Jan-2025	 09:49:32 18-Jan-2025
5	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BALIKPAPAN	 09:51:01 18-Jan-2025	 09:51:15 18-Jan-2025	 10:25:24 18-Jan-2025
6	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BANDUNG	 09:51:40 18-Jan-2025	 09:52:02 18-Jan-2025	 10:26:05 18-Jan-2025

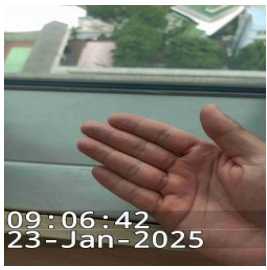
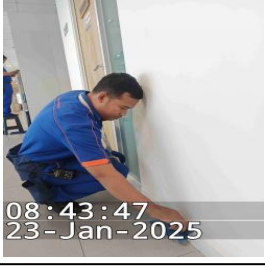
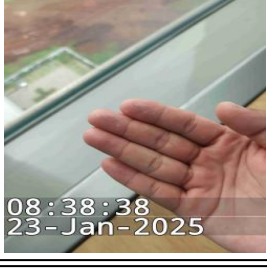
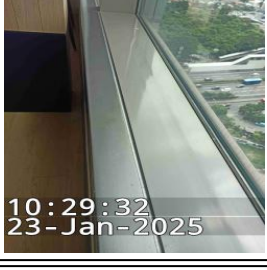
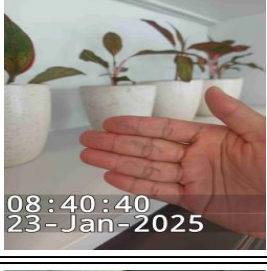
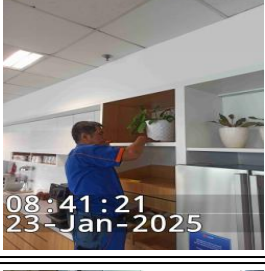
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8	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM SURABAYA	 09:39:19 18-Jan-2025	 10:03:08 18-Jan-2025	 10:05:57 18-Jan-2025
9	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM YOGYAKARTA	 09:56:21 18-Jan-2025	 09:56:38 18-Jan-2025	 10:08:21 18-Jan-2025
10	18-01-2025	SHIFT PAGI	GENERAL CLEANING	MEETING ROOM BOARDROOM	 08:46:31 18-Jan-2025	 08:47:02 18-Jan-2025	 10:05:07 18-Jan-2025
11	18-01-2025	SHIFT PAGI	GENERAL CLEANING	KACA	 09:03:53 18-Jan-2025	 09:08:08 18-Jan-2025	 11:35:05 18-Jan-2025
12	18-01-2025	SHIFT PAGI	POLISHING	MEJA	 11:11:30 18-Jan-2025	 11:11:48 18-Jan-2025	 11:38:26 18-Jan-2025

No	Tanggal	Area	ItemPekerjaan	Detail Pekerjaan	Before	Progress	After
13	18-01-2025	SHIFT PAGI	POLISHING	KURSI	 09:02:42 18-Jan-2025	 11:11:02 18-Jan-2025	 11:37:21 18-Jan-2025
14	18-01-2025	SHIFT PAGI	GENERAL CLEANING	TEMPAT SAMPAH	 08:48:03 18-Jan-2025	 09:37:13 18-Jan-2025	 10:36:06 18-Jan-2025

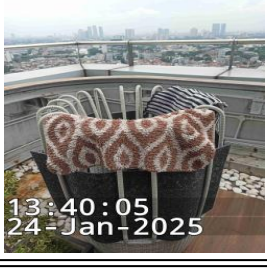
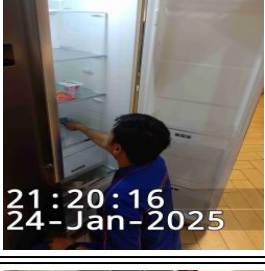
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1	20-01-2025	SHIFT PAGI	GENERAL CLEANING	TANGGA	 08:24:59 20-Jan-2025	 08:30:13 20-Jan-2025	 16:15:00 20-Jan-2025
2	20-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY	 08:26:03 20-Jan-2025	 08:26:41 20-Jan-2025	 16:04:54 20-Jan-2025
3	20-01-2025	SHIFT PAGI	GENERAL CLEANING	TANGGA	 08:24:22 20-Jan-2025	 08:30:39 20-Jan-2025	 16:15:38 20-Jan-2025
4	20-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY	 14:58:18 20-Jan-2025	 15:08:49 20-Jan-2025	 16:16:03 20-Jan-2025
5	20-01-2025	SHIFT PAGI	POLISHING	LOKER	 08:44:00 20-Jan-2025	 08:44:32 20-Jan-2025	 15:15:02 20-Jan-2025
6	20-01-2025	SHIFT PAGI	GENERAL CLEANING	PANTRY	 08:34:04 20-Jan-2025	 08:34:56 20-Jan-2025	 08:37:13 20-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE	 08:21:49 21-Jan-2025	 08:24:01 21-Jan-2025	 08:28:38 21-Jan-2025
2	21-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA	 08:31:49 21-Jan-2025	 08:32:14 21-Jan-2025	 08:40:16 21-Jan-2025
3	21-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE	 08:00:14 21-Jan-2025	 08:55:14 21-Jan-2025	 10:10:58 21-Jan-2025
4	21-01-2025	SHIFT PAGI	GENERAL CLEANING	MUSHOLLA	 08:33:13 21-Jan-2025	 08:33:59 21-Jan-2025	 08:40:41 21-Jan-2025
5	21-01-2025	SHIFT PAGI	GENERAL CLEANING	STORAGE	 08:02:20 21-Jan-2025	 08:51:11 21-Jan-2025	 16:11:32 21-Jan-2025

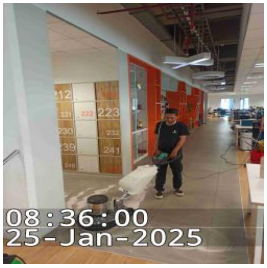
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1	22-01-2025	SHIFT PAGI	GENERAL CLEANING	SERVER ROOM	 09:12:40 22-Jan-2025	 09:21:54 22-Jan-2025	 09:24:17 22-Jan-2025
2	22-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 08:42:07 22-Jan-2025	 08:43:41 22-Jan-2025	 15:41:59 22-Jan-2025
3	22-01-2025	SHIFT PAGI	GENERAL CLEANING	SERVER ROOM	 08:37:25 22-Jan-2025	 08:39:04 22-Jan-2025	 08:39:55 22-Jan-2025
4	22-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 08:27:04 22-Jan-2025	 08:32:30 22-Jan-2025	 10:02:15 22-Jan-2025
5	22-01-2025	SHIFT PAGI	POLISHING	FILLING CABINET	 08:27:43 22-Jan-2025	 08:34:00 22-Jan-2025	 10:01:57 22-Jan-2025

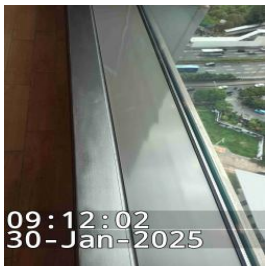
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2	23-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 09:07:41 23-Jan-2025	 09:07:57 23-Jan-2025	 10:37:37 23-Jan-2025
3	23-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 08:42:21 23-Jan-2025	 08:43:47 23-Jan-2025	 10:30:29 23-Jan-2025
4	23-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 08:38:38 23-Jan-2025	 08:39:27 23-Jan-2025	 10:29:32 23-Jan-2025
5	23-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 08:40:40 23-Jan-2025	 08:41:21 23-Jan-2025	 10:29:56 23-Jan-2025
6	23-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 08:51:15 23-Jan-2025	 08:52:56 23-Jan-2025	 10:33:15 23-Jan-2025

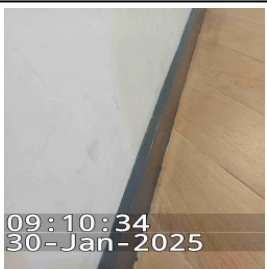
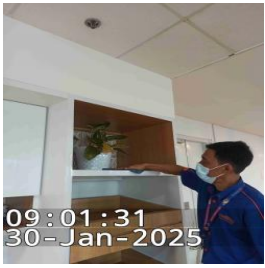
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7	23-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 08:55:57 23-Jan-2025	 08:57:38 23-Jan-2025	 10:32:29 23-Jan-2025
8	23-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 08:53:44 23-Jan-2025	 08:54:36 23-Jan-2025	 10:34:19 23-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 07:24:03 24-Jan-2025	 20:09:00 24-Jan-2025	 21:57:11 24-Jan-2025
2	24-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 07:25:03 24-Jan-2025	 20:43:49 24-Jan-2025	 21:56:07 24-Jan-2025
3	24-01-2025	SHIFT PAGI	GENERAL CLEANING	SENDAL MUSHOLA	 07:25:35 24-Jan-2025	 08:38:25 24-Jan-2025	 13:43:21 24-Jan-2025
4	24-01-2025	SHIFT PAGI	GENERAL CLEANING	KARPET MUSHOLA	 07:14:39 24-Jan-2025	 08:29:46 24-Jan-2025	 13:40:05 24-Jan-2025
5	24-01-2025	SHIFT PAGI	GENERAL CLEANING	KULKAS	 07:14:17 24-Jan-2025	 21:20:16 24-Jan-2025	 21:48:10 24-Jan-2025
6	24-01-2025	SHIFT PAGI	POLISHING	KURSI	 17:48:33 24-Jan-2025	 17:48:49 24-Jan-2025	 21:18:34 24-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	24-01-2025	SHIFT PAGI	POLISHING	MEJA	 17:47:25 24-Jan-2025	 17:48:01 24-Jan-2025	 21:19:10 24-Jan-2025
8	24-01-2025	SHIFT PAGI	POLISHING	ASBAK	 08:01:12 24-Jan-2025	 08:12:31 24-Jan-2025	 08:22:20 24-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-01-2025	SHIFT PAGI	BRUSHING	LANTAI	 08:30:07 25-Jan-2025	 08:36:00 25-Jan-2025	 10:56:33 25-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 07:12:46 30-Jan-2025	 08:42:01 30-Jan-2025	 08:50:34 30-Jan-2025
2	30-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 08:42:38 30-Jan-2025	 08:42:56 30-Jan-2025	 08:50:58 30-Jan-2025
3	30-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 07:23:12 30-Jan-2025	 08:24:34 30-Jan-2025	 09:12:02 30-Jan-2025
4	30-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 07:31:38 30-Jan-2025	 08:27:06 30-Jan-2025	 09:12:54 30-Jan-2025
5	30-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 07:30:56 30-Jan-2025	 08:21:30 30-Jan-2025	 17:48:10 30-Jan-2025
6	30-01-2025	SHIFT PAGI	POLISHING	DAK DAK	 07:03:28 30-Jan-2025	 08:56:47 30-Jan-2025	 09:10:04 30-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	30-01-2025	SHIFT PAGI	POLISHING	LIST DINDING DAN KACA	 07:08:45 30-Jan-2025	 09:00:20 30-Jan-2025	 09:10:34 30-Jan-2025
8	30-01-2025	SHIFT PAGI	POLISHING	RAK TANAMAN	 07:08:11 30-Jan-2025	 09:01:31 30-Jan-2025	 09:11:05 30-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	1036644	LUKMAN JUMAEDI	CLEANER	DIPULANGKAN KE HO	2025-01-13	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

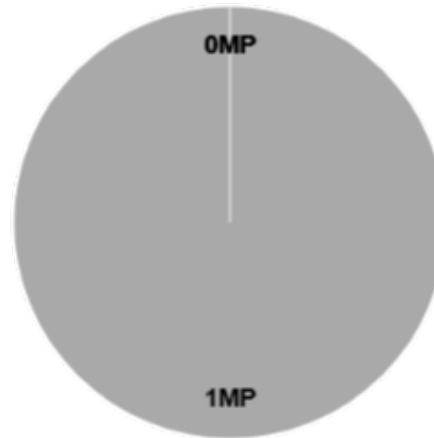
NEW : 0 MP

RESIGN : 1 MP

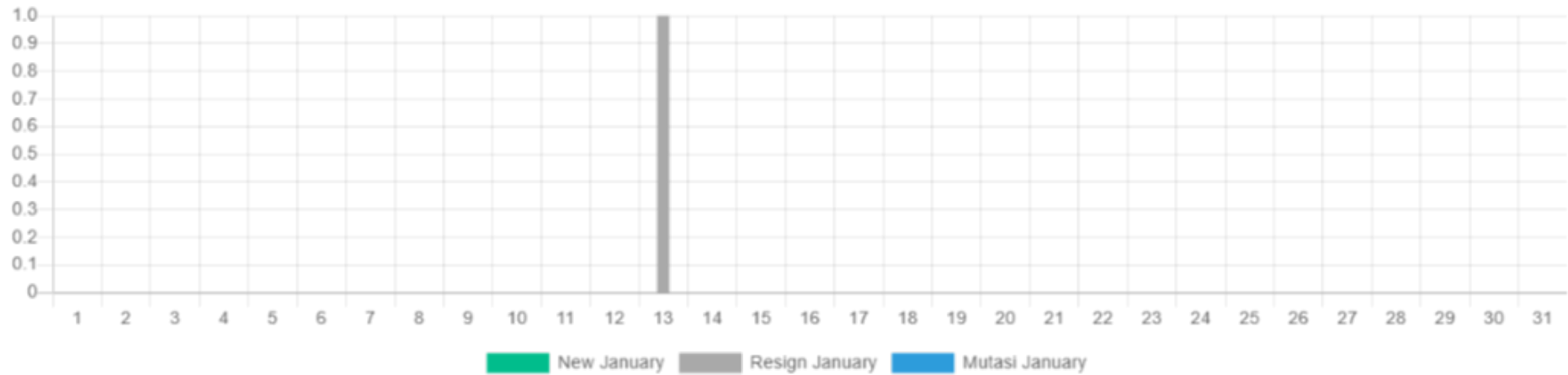
MUTASI : 0 MP

Pengawas : 0

CSO : 1



Monthly : January





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC20/439	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
2	CF1/3/VC30/440	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1/3/VC20/441	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
4	CF1/3/VC20/442	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
5	CF1/21/LOSP/443	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF1/3/WBLO/551	CARPET BLOWER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/3/KR50/556	KABEL ROLL 50 METER	INNOTECH			BAIK	-
8	CF1/3/KR50/557	KABEL ROLL 50 METER	INNOTECH			BAIK	-