

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PASAR MODERN GRAND WISATA



Periode :

JANUARI 2025

Disusun Oleh :

NURHASAN

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 PASAR MODERN GRAND WISATA

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	1033371	HARIMUDIN	CLEANER	HP	HP	HP	HS	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP		
2	1033372	SUMIATI	CLEANER	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP		
3	1033373	DIDI MULYADI	CLEANER	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	HP	HP	OFF	
4	1033374	IRFAN FAJAR PRATOMO	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	
5	1033375	YANTI	CLEANER	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	
6	1033376	SARIPUDIN	CLEANER	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	HP	HP	OFF	HP	
7	1033377	ASEP SUPRIADI	CLEANER	HS	HS	OFF	HS	HS	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	HP	OFF	
8	1033379	RESKY DARISMAN	CLEANER	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	
9	1033381	SYAMSUL PALELA	CLEANER	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP		
10	1033382	RAHMAN NURHAKIM	CLEANER	HS	HP	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HP	HP	HP	HP	
11	1033383	SURYANTO	CLEANER	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	
12	1035315	RENDI ADHANI SAPUTRA	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	
13	1037514	ACHMAD NUR RIZKY	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HP	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HS	
Total MP Shift Pagi:				6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
Total MP Shift Siang:				5	5	5	5	6	5	5	5	5	5	6	5	5	5	5	5	5	5	6	5	5	5	5	5	5	6	5	5	5	5	5	5	
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	2	2	2	1	2	2	2	2	2	2	1	2	2	2	2	2	2	1	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Total MP :				13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13

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	1033369	NURHASAN	CS-SUPERVISOR	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP
2	1035448	TRIANTONO ALIB	CS-LEADER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS
Total MP Shift Pagi:				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 Shift Siang:				0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	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	0	0	0
Total MP Libur:				1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	1



LAPORAN REKAP ABSENSI

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	
1	1033369	CS-SUPERVISOR	O	H	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	O	H	H	H	26	0	0	0	5	0	0	0	-
	NURHASAN																																										
2	1033371	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	S	H	H	O	H	H	H	H	26	0	0	0	4	1	0	0	-	
	HARIMUDIN																																										
3	1033372	CLEANER	O	H	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	S	O	H	H	25	0	0	0	5	1	0	0	-	
	SUMIATI																																										
4	1033373	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	26	0	0	1	5	0	0	0	-	
	DIDI MULYADI		G																																								
5	1033374	CLEANER	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	O	H	H	H	H	H	27	0	0	0	4	0	0	0	-	
	IRFAN FAJAR PRATOMO																																										
6	1033375	CLEANER	H	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	O	H	H	H	27	0	0	0	4	0	0	0	-	
	YANTI																																										
7	1033376	CLEANER	H	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	H	H	O	H	26	0	0	0	5	0	0	0	-
	SARIPUDIN																																										
8	1033377	CLEANER	H	H	O	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	H	H	O	26	0	0	1	5	0	0	0	-	
	ASEP SUPRIADI																																										
9	1033379	CLEANER	H	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	O	H	H	H	27	0	0	1	4	0	0	0	-	
	RESKY DARISMAN																																										
10	1033381	CLEANER	H	O	H	H	H	H	H	H	O	H	I	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	25	1	0	1	5	0	0	0	-	

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		
	SYAMSUL PALELA																																											
11	1033382	CLEANER	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	O	H	H	H	H	27	0	0	1	4	0	0	0	-		
	RAHMAN NURHAKIM												G																															
12	1033383	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	26	0	0	0	5	0	0	0	-		
	SURYANTO																																											
13	1035315	CLEANER	I	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	I	H	H	O	H	H	H	H	H	H	25	2	0	0	4	0	0	0	-		
	RENDI ADHANI SAPUTRA																																											
14	1035448	CS-LEADER	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	H	O	H	26	0	0	0	5	0	0	0	-		
	TRIANTONO ALIB																																											
15	1037514	CLEANER	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	H	H	H	H	H	H	27	0	0	0	4	0	0	0	-		
	ACHMAD NUR RIZKY																																											
Total :																																		392	3	0	5	68	2	0	0			

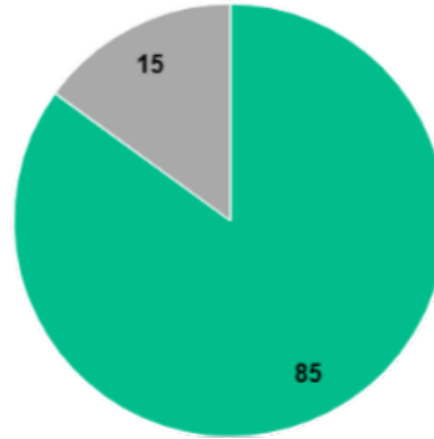
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	IKE SEPTIANA	SUKARNO		Nama
	2025-01-16 11:36:07	2025-01-20 16:23:49	Tgl	Tgl

TOTAL JADWAL : 465 MP

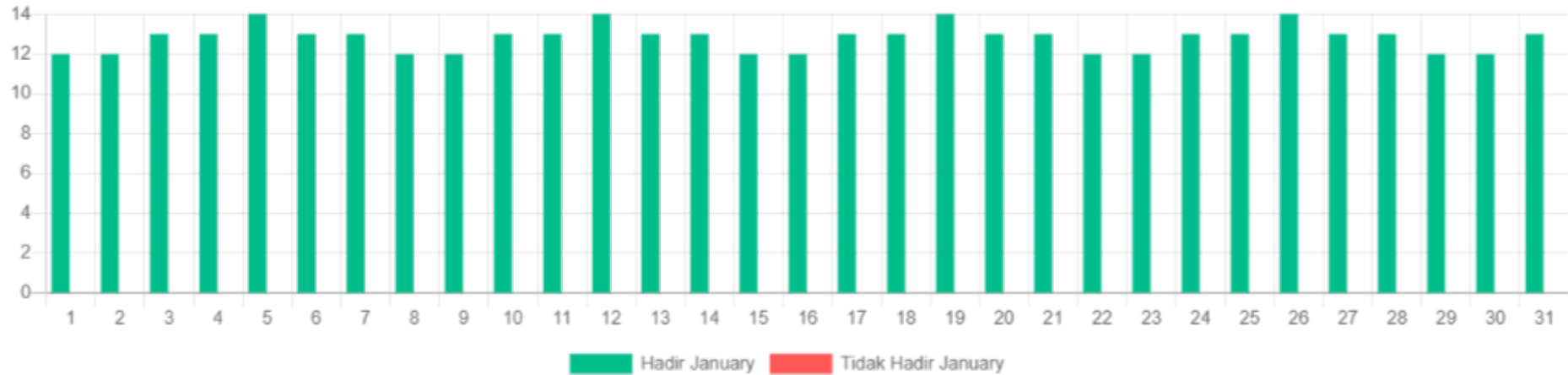
HADIR : 397 MP

OFF : 68 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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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1	DINDING	SPOTING	0	6	0	0					P	A	P	A												P	A	P	A									P	A	P	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

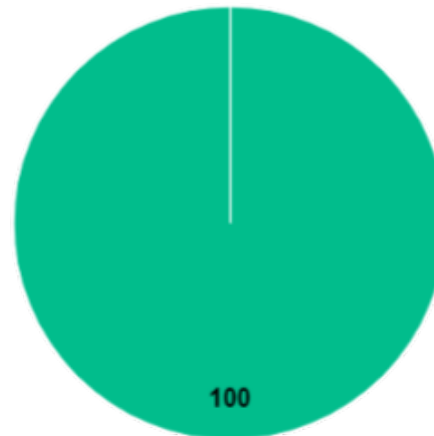
PEKERJAAN : 43

REALISASI : 43

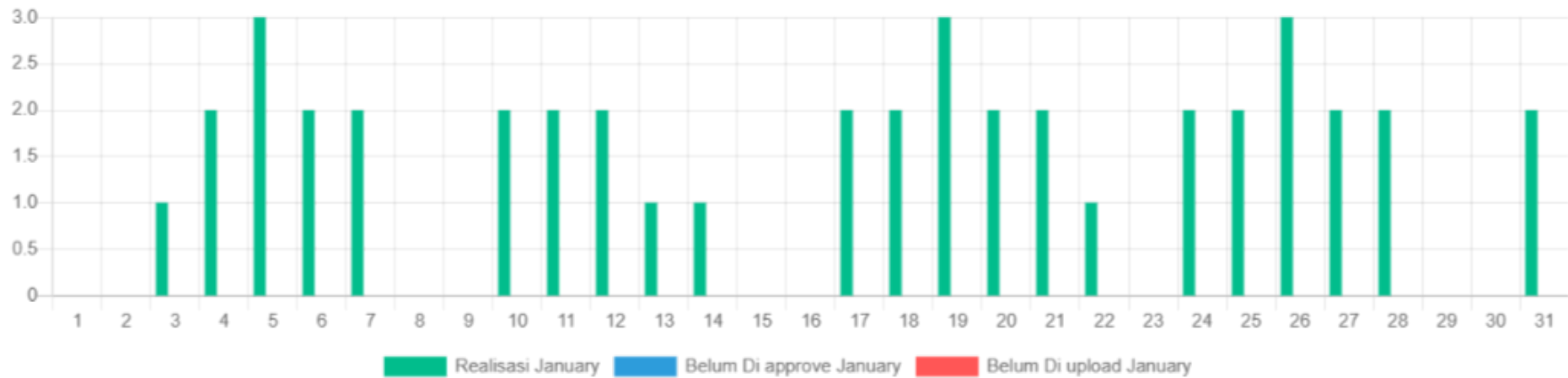
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : January





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF7/21/LOSP/1971	LOW SPEED POLISHER	GOLDIE			BAIK	-
2	CF7/35/KR50/1972	KABEL ROLL 50 METER	KAISER			BAIK	-
3	CF7/3/VC20/1973	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
4	CF7/3/VC20/1974	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
5	CF7/21/HISP/1975	HIGH SPEED POLISHER	GOLDIE			BAIK	-
6	CF7/34/HPRE/1976	HIGH PRESSURE	LAVOR			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF7/21/LOSP/2556	LOW SPEED POLISHER	GOLDIE			BAIK	-