

LAPORAN BULANAN CLEANING SERVICE

Proyek :
UNIVERSITAS TARUMANAGARA



Periode :

JANUARI 2025

Disusun Oleh :

JAELANI

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 UNIVERSITAS TARUMANAGARA

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	1040684	ADEK ANGGRAINI	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	OFF	HP	HP	HP
2	1040677	PUPUNG PAMUNGKAS	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP	HS1	OFF	OFF	HP	HS	HP	HP
3	1040668	SABILA SULISTIAWATI	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	OFF	HP	HP	HP	HP	
4	1040683	BIJAK HENDRIAWAN	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS4	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	OFF	HS	HS	HS	HS	
5	1040685	IMAM WIRA TAMA	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	OFF	HP	HP	HP	HP	
6	1040687	ARIF RAHMAN	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HS1	HP	HP	OFF	HP	HP	
7	1040678	SRI SUNARTI	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	OFF	HP	HP	HP	HP	
8	1040671	DEDEK FITRIANINGSIH	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HS 2	HP	HP	HP	HP	HP	OFF	HS 2	HP	HP	OFF	HP	HS	
9	1040693	AGUS MUSTOPA	CS-GONDOLA	HP3	HP3	HP3	HP3	HP3																											
10	1040669	YUDI SAPUTRA	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	OFF	HP 2	OFF	HP	HP	HP	HP	
11	1040688	NOVITA	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	HP 2	OFF	HS	HS	HS	HS	HS	MD1	OFF	HS	HS	HS	HS	HS	HP 2	OFF	OFF	HS	HS	HS	HP	
12	1040680	MUHAMMAD RIFALDI	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS	HS	HS	HS	MD1	OFF	HP	HP	HP	HP	HP	OFF	HS 2	HS	HS	OFF	HS	HS	
13	1040672	INDRI NURAJIJAH	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	OFF	HP	HP	
14	1040673	DWI AFRINA NUR RIDJKI	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS4	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	OFF	HS	HS	HS	HS	
15	1040681	ENDANG SUPRPTI	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS	OFF	HS	HS	
16	1040679	AHMAD SAHURI	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	OFF	HS	HS	
17	1040689	IMAM SAFI'I	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS	HS	HS	HS	OFF	HP 2	HS	HS	HS	HS	HS	HS1	OFF	HS	HS	OFF	HS	HS	
18	1040675	NURHAYANI	CLEANER	HS	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	OFF	HS1	OFF	HS	HS	HS	HS	
19	1040676	FARHAN APRIANSYAH	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS	HS	HS	HS	HS	OFF	HS 2	HS	HS4	HS	HS	HS	OFF	HS 2	HS	HS	HS	HS	HS	OFF	HS1	HS	HS	OFF	HS	HS	
20	1040715	HEDI MARKIANO	CLEANER	HS 3	HS 3	HS 3	HS 3	HS 3	HS4	HS4	HS4	HS4	HS4	OFF	HS 2	HS4	HS4	HS4	HS4	HS4	OFF	HS 2	HS4	HS4	HS4	HS4	HS4	OFF	HS 2	HS	HS	OFF	HS4	HS4	
21	1040664	RIZAL AFRIZAL	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	HP 1	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4	
22	1040665	RIDO BASTIAN	CS-OFFICE_BOY/GIRL	OFF	HP 4	HP 4	OFF	HP 1	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4	

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
23	1040666	SIGIT PURWANTORO	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4
24	1040663	ASRIL ANWAR	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP	HP	HP	HP 4	HP 4
25	1040659	SAKIA KUMALA	CS-ADMIN	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	OFF	HP 1	HP 1	HP 1	HP 1
26	1040660	NUR KHOIRIYAH	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	HP 1	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4
27	1040661	UDAY	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4
28	1040662	ABDUL ROKIM	CS-OFFICE_BOY/GIRL	OFF	OFF	HP 4	OFF	HP 1	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	HP 4	HP 4	HP 4	HP 4	HP 4	OFF	OFF	OFF	OFF	OFF	HP 4	HP 4
29	1040667	WIDA LESTARI ADHIE	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HS1	OFF	HP	HP	OFF	HP	HP
30	1040670	RETNO INDRA HASANA	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	OFF	HP	HP
31	1040674	SITI KOMARIAH	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HS 2	OFF	HP	HP	HP	HP	HP	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	OFF	HP	HP	HP	HP
32	1040686	IRFAN	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	OFF	HP	HP	HP	HP
33	1040690	DEDI BAYU RATIO	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP 2	HP	HP	HP	HP	HP	HS 2	OFF	HP	HP	HP	HP	HP	HS 2	OFF	OFF	HP	HP	HP	HP
34	1040720	SOPIAN	CS-GONDOLA	HP3	HP3	HP3	HP3	HP3	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	OFF	HP	OFF	HP	HP
35	1040721	ANDRI PURNAMA	CS-GONDOLA	HP3	HP3	HP3	HP3	HP3	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	HP 2	OFF	HP	HP	HP	HP	HP	WD	OFF	OFF	HP	OFF	HP	HP
36	1040765	DINA MEYLIA	CLEANER			HP	HP	HP	HS	HS	HS	HS	HS	HS 2	OFF	HS	HS4	HS	HS	HS	HS 2	OFF	HS	HS	HS	HS	HS	HS 2	OFF	OFF	HS	HS	HS	HS
37	1040774	SAYUTI	CS-GONDOLA			HP3	HP3	HP3	HP3	HP3	HP3	HP	HP3	HP 2	OFF	HP3	HP3	HP3	HP3	HP3	HP 2	OFF	HP3	HP3	HP3	HP3	HP3	HP 2	OFF	OFF	HP3	OFF	HP3	HP3
Total MP Shift Pagi:				18	19	27	20	24	25	25	25	25	25	11	6	25	25	25	25	25	13	4	25	25	25	25	25	8	3	7	19	9	25	25
Total MP Shift Siang:				10	10	10	10	10	11	11	11	11	11	6	5	11	11	11	11	11	7	4	11	11	11	11	11	9	7	6	11	6	11	11
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				
Total MP Libur:				7	6	0	7	3	0	0	0	0	0	18	25	0	0	0	0	0	15	28	0	0	0	0	0	17	26	23	6	21		
Total MP :				35	35	37	37	37	36	36	36	36	36	35	36	36	36	36	36	36	35	36	36	36	36	36	36	34	36	36	36	36	36	36

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	1040692	FARHAN RENDI SANJAYA	CS-LEADER	HS	HS 3	HS 3	HS 3	HS 3	HS	HS4	HS	HS	HS	OFF	HP 2	HS	HS	HS	HS	HS	OFF	HP 2	HS	HS	HS	HS	HS	OFF	HP 2	HP	HS	OFF	HS	HS

[illegible]



LAPORAN REKAP ABSENSI



LAPORAN TABEL PERIODIK



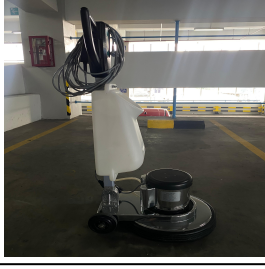
LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/21/HPRE/3908	HIGH PRESSURE	GOLDIE			BAIK	-
2	CF1/21/LOSP/3909	LOW SPEED POLISHER	GOLDIE			BAIK	-
3	CF1/21/LOSP/3910	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1/3/VC30/3911	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
5	CF1/3/VC60/3912	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
6	CF1/35/KR25/3913	KABEL ROLL 25 METER	KAISER			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/35/KR25/3914	KABEL ROLL 25 METER	KAISER			BAIK	-
8	CF1/35/KR25/3915	KABEL ROLL 25 METER	KAISER			BAIK	-
9	CF1/46/PRNT/3916	PRINTER	EPSON			BAIK	-