

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CV. INSAN BINA CIPTA CEMERLANG (IBCC)



Periode :
JANUARI 2025

Disusun Oleh :
DANI SURATNO
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 CV. INSAN BINA CIPTA CEMERLANG (IBCC)

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

[illegible]

PENGAWAS

[illegible]



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	2003317	CS-LEADER	O	H	H	H	H	H	H	O	A	H	H	H	H	H	O	A	H	H	H	H	H	O	H	H	H	H	H	H	O	H	[]	23	0	2	0	5	0	0	0	-		
	DANI SURATNO																																											
2	2003346	CLEANER	H	H	H	H	H	O	H	H	IR	H	H	H	O	h	H	H	A	H	H	O	H	H	H	H	H	O	SR	H	H	H	H	24	0	1	2	4	0	1	1	-		
	NANDI HERNANDI								G																																			
3	2003441	CLEANER	H	H	H	O	H	H	S	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	I	25	1	0	1	4	1	0	0	-		
	MELASARI										G																																	
4	2003501	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	H	O	H	H	H	[]	26	0	0	0	4	0	0	0	-		
	IIS ISMAYANTI																																											
5	2003502	CLEANER	A	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	0	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET			
	SILVY ADELIANI																																											
6	2003510	CLEANER	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	O	H	26	0	0	2	5	0	0	0	-		
	VERI FIRMANSYAH												G				G																											
7	2003511	CLEANER	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	O	26	0	0	1	5	0	0	0	-		
	SUHARYANTO													G																														
8	2003653	CLEANER	[]	[]	H	H	H	H	O	H	H	H	SR	SR	SR	O	I	A	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	7	1	1	0	2	0	3	0	SUDAH_CLEARENSHEET		
	ABDUL HALIM IBRAHIM																																											
Total :																																		157	2	5	6	29	1	4	1			

Keterangan : Operation OA Check & Import Payroll Verification

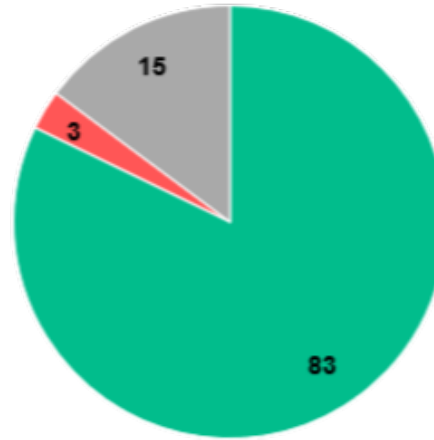
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	SUMARNA	MUHAMMAD TASIH MITRA		Nama
	2025-01-16 11:03:45	2025-01-18 10:38:18	Tgl	Tgl

TOTAL JADWAL : 212 MP

HADIR : 175 MP

OFF : 31 MP

TIDAK HADIR : 6 MP



Monthly : January





LAPORAN TABEL PERIODIK

Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi

Warna	Keterangan
X	: Tidak Terealisasi

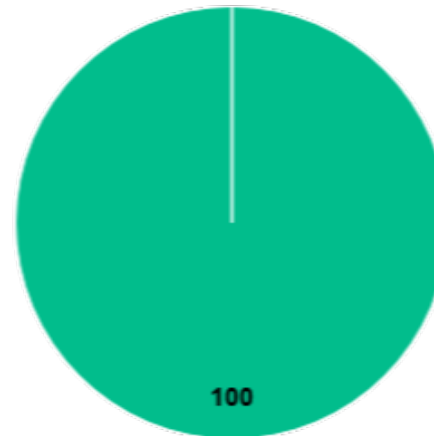
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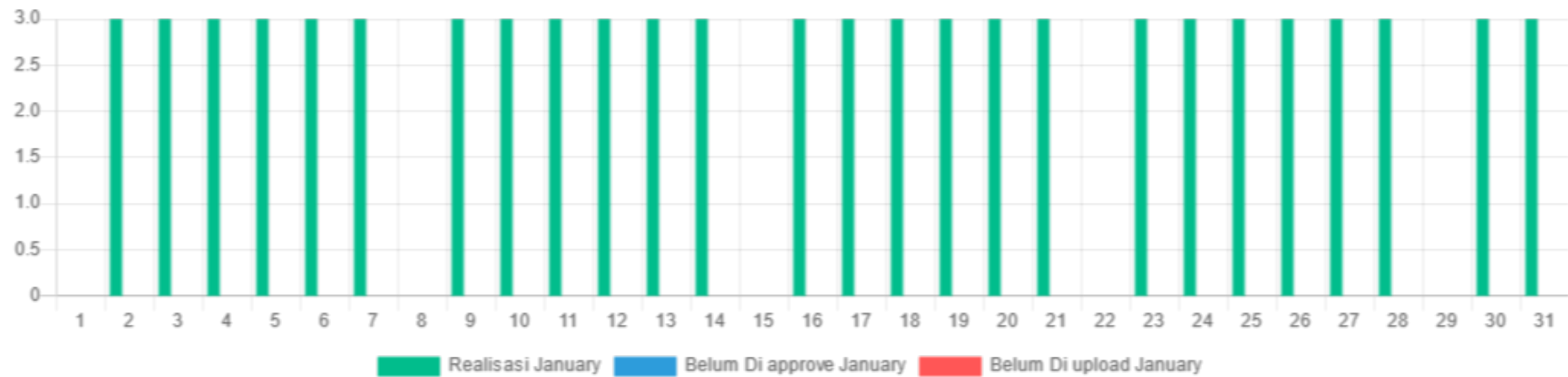
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BELUM APPROVE : 0

BELUM UPLOAD : 0

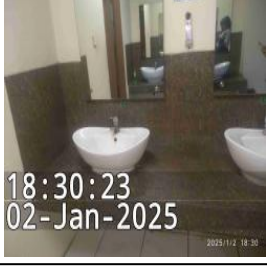
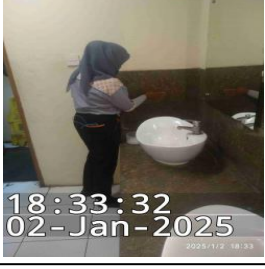
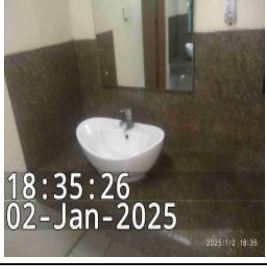


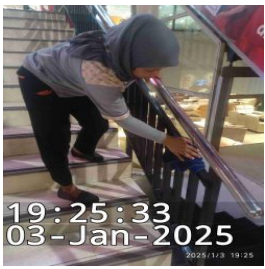
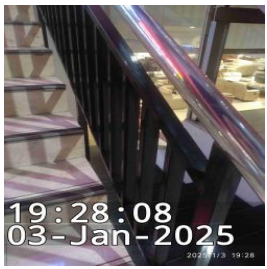
Monthly : January

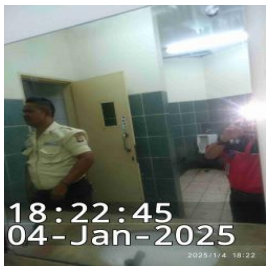
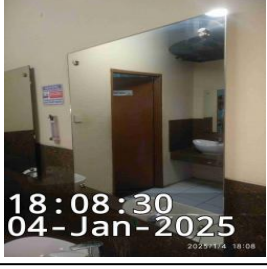
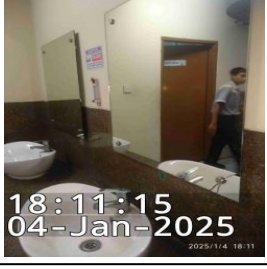




LAPORAN VISUALISASI PERIODIK

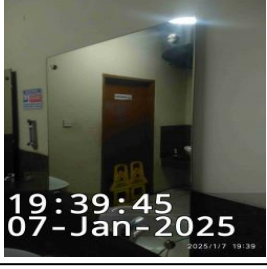
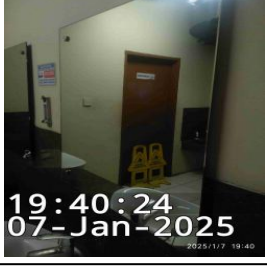
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1	02-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 13:06:07 02-Jan-2025	 13:06:40 02-Jan-2025	 15:07:41 02-Jan-2025
2	02-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 15:09:37 02-Jan-2025	 15:11:01 02-Jan-2025	 15:12:20 02-Jan-2025
3	02-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 18:30:23 02-Jan-2025	 18:33:32 02-Jan-2025	 18:35:26 02-Jan-2025

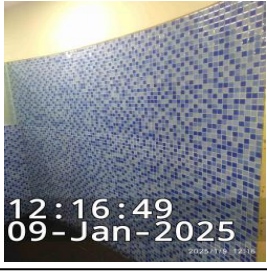
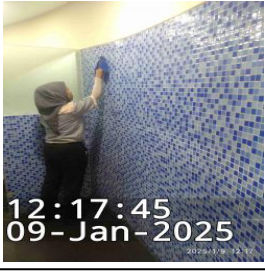
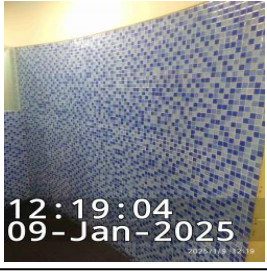
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1	03-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT	 16:02:11 03-Jan-2025	 16:02:39 03-Jan-2025	 16:13:36 03-Jan-2025
2	03-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT	 19:29:59 03-Jan-2025	 19:30:53 03-Jan-2025	 19:31:27 03-Jan-2025
3	03-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT	 19:23:43 03-Jan-2025	 19:25:33 03-Jan-2025	 19:28:08 03-Jan-2025

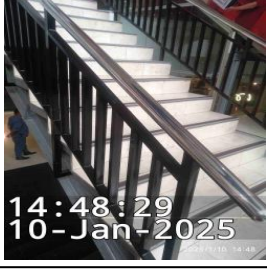
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1	04-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA	 18:22:45 04-Jan-2025	 18:23:28 04-Jan-2025	 18:24:14 04-Jan-2025
2	04-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA	 18:16:42 04-Jan-2025	 18:17:12 04-Jan-2025	 18:18:10 04-Jan-2025
3	04-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA	 18:08:30 04-Jan-2025	 18:09:13 04-Jan-2025	 18:11:15 04-Jan-2025

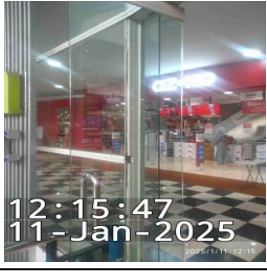
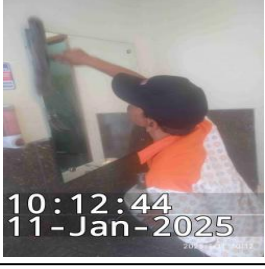
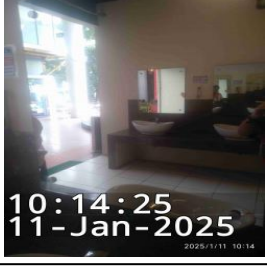
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1	05-01-2025	ALL AREA 2	BRUSHING	TOILET			
2	05-01-2025	ALL AREA 2	BRUSHING	TOILET			
3	05-01-2025	ALL AREA 2	BRUSHING	TOILET			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-01-2025	ALL AREA 2	WASHING	LANTAI	 17:48:42 06-Jan-2025	 17:49:31 06-Jan-2025	 17:50:33 06-Jan-2025
2	06-01-2025	ALL AREA 2	WASHING	LANTAI	 17:44:17 06-Jan-2025	 17:44:53 06-Jan-2025	 20:02:16 06-Jan-2025
3	06-01-2025	ALL AREA 2	WASHING	LANTAI	 17:55:45 06-Jan-2025	 17:56:30 06-Jan-2025	 17:57:12 06-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	07-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
2	07-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
3	07-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			
2	09-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			
3	09-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
2	10-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
3	10-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
2	11-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
3	11-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	12-01-2025	ALL AREA 2	BRUSHING	TOILET			
2	12-01-2025	ALL AREA 2	BRUSHING	TOILET			
3	12-01-2025	ALL AREA 2	BRUSHING	TOILET			

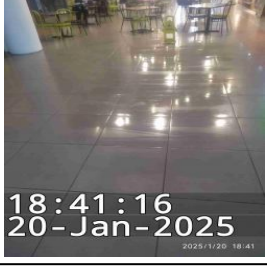
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1	13-01-2025	ALL AREA 2	WASHING	LANTAI	 13:53:46 13-Jan-2025	 13:54:24 13-Jan-2025	 14:01:51 13-Jan-2025
2	13-01-2025	ALL AREA 2	WASHING	LANTAI	 14:11:10 13-Jan-2025	 14:12:23 13-Jan-2025	 14:14:00 13-Jan-2025
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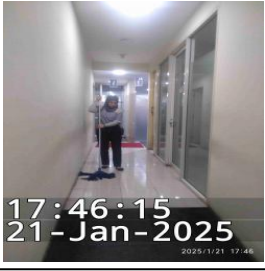
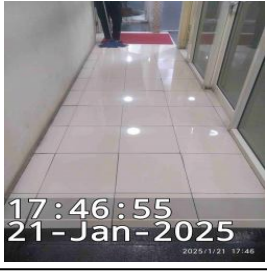
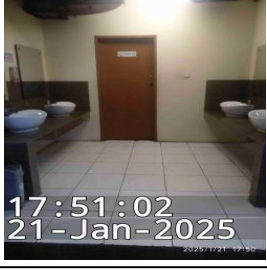
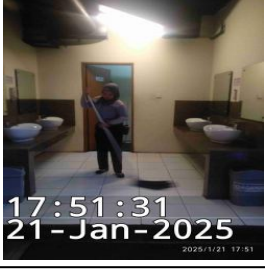
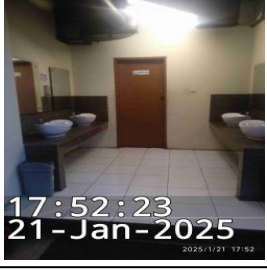
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2	14-01-2025	ALL AREA 2	BRUSHING	TOILET	 12:13:06 14-Jan-2025	 12:15:38 14-Jan-2025	 12:17:15 14-Jan-2025
3	14-01-2025	ALL AREA 2	BRUSHING	TOILET	 12:24:16 14-Jan-2025	 12:24:39 14-Jan-2025	 12:26:24 14-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
2	17-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
3	17-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
2	18-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
3	18-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-01-2025	ALL AREA 2	BRUSHING	TOILET			
2	19-01-2025	ALL AREA 2	BRUSHING	TOILET			
3	19-01-2025	ALL AREA 2	BRUSHING	TOILET			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-01-2025	ALL AREA 2	WASHING	LANTAI	 18:48:38 20-Jan-2025	 18:49:05 20-Jan-2025	 18:49:33 20-Jan-2025
2	20-01-2025	ALL AREA 2	WASHING	LANTAI	 18:43:58 20-Jan-2025	 18:45:05 20-Jan-2025	 18:46:00 20-Jan-2025
3	20-01-2025	ALL AREA 2	WASHING	LANTAI	 18:39:59 20-Jan-2025	 18:40:18 20-Jan-2025	 18:41:16 20-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-01-2025	ALL AREA 2	WASHING	LANTAI			
2	21-01-2025	ALL AREA 2	WASHING	LANTAI			
3	21-01-2025	ALL AREA 2	WASHING	LANTAI			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			
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3	23-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			

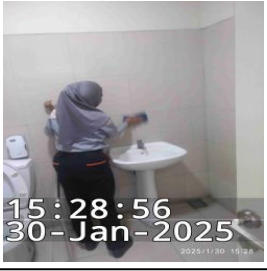
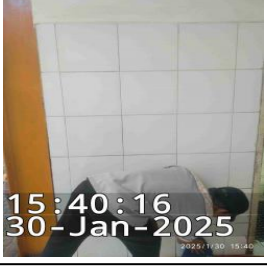
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2	24-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT	 12:34:39 24-Jan-2025	 12:35:01 24-Jan-2025	 12:35:50 24-Jan-2025
3	24-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT	 12:37:22 24-Jan-2025	 12:37:54 24-Jan-2025	 12:38:21 24-Jan-2025

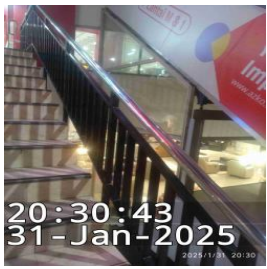
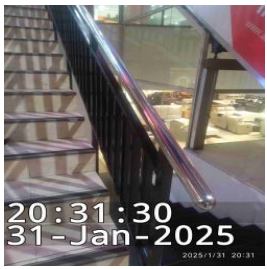
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1	25-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
2	25-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			
3	25-01-2025	ALL AREA 2	GLASS CLEANING	PINTU AKSES MASUK, CERMIN WASTAFEL, KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-01-2025	ALL AREA 2	BRUSHING	TOILET	 13:14:14 26-Jan-2025	 13:15:08 26-Jan-2025	 13:15:56 26-Jan-2025
2	26-01-2025	ALL AREA 2	BRUSHING	TOILET	 14:27:32 26-Jan-2025	 14:27:58 26-Jan-2025	 14:28:20 26-Jan-2025
3	26-01-2025	ALL AREA 2	BRUSHING	TOILET	 13:23:16 26-Jan-2025	 13:24:27 26-Jan-2025	 13:25:26 26-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-01-2025	ALL AREA 2	WASHING	LANTAI	 14:15:59 27-Jan-2025	 14:16:25 27-Jan-2025	 14:17:16 27-Jan-2025
2	27-01-2025	ALL AREA 2	WASHING	LANTAI	 14:19:47 27-Jan-2025	 14:20:20 27-Jan-2025	 14:21:16 27-Jan-2025
3	27-01-2025	ALL AREA 2	WASHING	LANTAI	 14:23:42 27-Jan-2025	 14:24:54 27-Jan-2025	 14:25:35 27-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 14:49:50 28-Jan-2025	 14:50:09 28-Jan-2025	 14:50:39 28-Jan-2025
2	28-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 14:35:52 28-Jan-2025	 14:36:32 28-Jan-2025	 14:37:16 28-Jan-2025
3	28-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR	 14:41:37 28-Jan-2025	 14:42:22 28-Jan-2025	 14:42:59 28-Jan-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			
2	30-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			
3	30-01-2025	ALL AREA 2	DUSTING	DINDING, PILAR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	31-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
2	31-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			
3	31-01-2025	ALL AREA 2	SPOTTING	TANGGA DARURAT			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
5	2	0	0	2	5	40.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	2003502	SILVY ADELIANI	CLEANER	DIPULANGKAN KE HO	2025-01-02	-	-
2	2003653	ABDUL HALIM IBR	CLEANER	DIPULANGKAN KE HO	2025-01-17	-	-
MP BARU							
1	2003653	ABDUL HALIM IBR	CLEANER	MP BARU	-	2025-01-02	-
2	2003659	SALMAN MAULANA	CLEANER	MP BARU	-	2025-01-17	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 4 MP

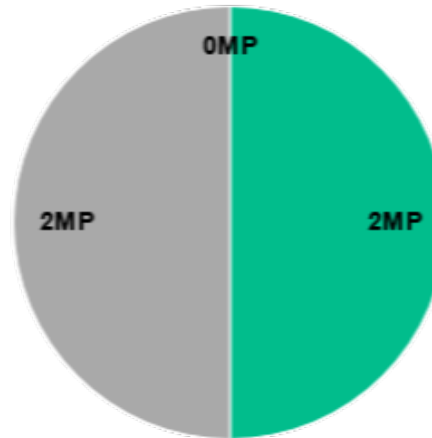
NEW : 2 MP

RESIGN : 2 MP

MUTASI : 0 MP

Pengawas : 0

CSO : 4



Monthly : January





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF2/3/VC30/2396	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
2	CF2/35/KR25/2397	KABEL ROLL 25 METER	KAISER			BAIK	-
3	CF2/3/VC30/2977	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
4	CF2/35/KR25/2978	KABEL ROLL 25 METER	KAISER			BAIK	-