

LAPORAN BULANAN CLEANING SERVICE

Proyek :
GALLERY JOGJAKARTA



Periode :
OKTOBER 2024

Disusun Oleh :

ALBERTUS
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 GALERY JOGJAKARTA

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	5009296	AFRIYANTO	CLEANER	OFF	HP 2	HP 2	HS	HP 2	HP 2	OFF	HS	HP 2	OFF	HP 2	HP 2	HS1	HP 2	HS	HP 2	OFF	HS	HS1	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HS1	HS	HS	HP 2	HS	
2	5000378	EKA SUSANTO	CLEANER	HS	HS	HP 1	OFF	HP 1	HS1	HS	HS	HS	HP 2	OFF	HS1	HP 2	HP 2	HS	OFF	HP 2	HP 2	HS1	HS1	OFF	HP 2	HP 2	HS	HS	HS1	HP 2	OFF	HP 2	HP 2	HP 2	
3	5008622	FEBRI FIRMANSYAH	CLEANER	HP 2	HS1	HP 1	HP 2	OFF	HS1	HP 2	HP 2	HS1	HP 2	HP 2	OFF	HS1	HS	HP 2	HS1	OFF	HS	HP 2	HP 2	HP 2	OFF	HS1	HP 2	HP 2	HS1	HS1	HP 2	OFF	HS1	HS	
4	5004710	MUHAMMAD ABABIL AL HADZ	CLEANER	OFF	HS	HS	HS	HS1	HS1	HS	OFF	HS	HS	HS	HS1	HS1	HS	OFF	HS	HS	HS	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS1	OFF	HS	HS	HS	
5	5000777	GALIH AWANG NAVI S	CLEANER	HS	OFF	HS	HS	HS1	HS1	HS	HS	OFF	HS	HS	HS1	HS1	OFF	HS	HS	HS	HS	OFF	HS1	HS	HS	HS	HS	HS	HS	HS1	OFF	HS	HS	HS	
6	5007140	WAHYU LILIS WIJAYANTI	CLEANER	HS	HS	OFF	HS	HS1	HS1	HS	HS	HS	OFF	HS	HS1	HS1	HS	HS	HS	HS	HS	HS1	OFF	HS	HS	HS	OFF	HS	OFF	HS1	HS	HS	HS	HS	
7	5007704	DAVIT SLAMET BAWONO	CLEANER	HP 2	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HS	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	
8	5001855	ARI SAPTONO	CLEANER	HS	HP 2	OFF	HP 1	HP 2	HP 1	HP 1	HS	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	
9	5001124	AHMAD MUSAFIKIN	CLEANER	HP 2	HS1	HS	HP 2	OFF	HP 2	HP 2	HP 1	HS1	HS	OFF	HP 2	HP 2	HP 2	HP 2	HS1	OFF	HP 2	HP 2	HS1	HP 2	OFF	HS1	HS	HP 2	HS1	HP 2	OFF	HP 2	HS1	HS	
10	5000936	NGATIYEM	CLEANER	HP 2	HP 2	HS	HS	HS1	OFF	HP 2	HP 2	HP 2	HS	HS	HS1	HS1	HS	HP 2	OFF	HP 2	HP 2	HP 2	OFF	HP 2	HS	OFF	HS	HP 2	HP 2	HP 2	HP 2	OFF	HS	HP 2	
11	5005697	RIAN KASWOROWATI	CLEANER	OFF	HS	HS	HP 2	HP 2	HP 2	OFF	HS	HS	HS	HP 2	HP 2	HP 2	OFF	HS	HP 2	OFF	HS	HS1	HS1	HP 2	HP 2	OFF	HP 2	HS	HS1	HS1	HP 2	HP 2	HS	HS	
12	5007684	ANANDA ASKA NABILA	CLEANER	OFF	HS	HS	HS	HP 2	HP 2	HP 2	OFF	HS	HS	HS	HS1	HP 2	HP 2	OFF	HS	HS	HP 2	HP 2	HS1	HS	HS	HP 2	OFF	OFF	HS1	HS1	HS	HP 2	HP 2	HP 2	
13	5007767	RINA NINGSIH	CLEANER	HS	OFF	HP 2	HP 2	HS1	HS1	HS	HS	OFF	HP 2	HP 2	HP 2	HS1	HS	HS	OFF	HS	HS	HS1	HP 2	HS	OFF	HS	HS	HS	HP 2	HP 2	HS	HS	OFF	HS	
14	5002832	ITIRNA	CLEANER	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	OFF	HP 2	
15	5010078	IWAN PURNAMA	CLEANER	HP 2	HP 1	HP 2	HS	HS1	OFF	HS	HP 2	HP 2	HP 2	HS	OFF	HS1	HS	HS	HP 2	HS	OFF	HP 2	HP 2	HS	HS	HP 2	HP 2	OFF	HP 2	HS1	HS	OFF	HP 2	HP 2	
Total MP Shift Pagi:				6	6	6	6	7	7	7	6	5	6	6	7	7	7	6	6	5	6	7	6	7	6	6	6	6	6	7	6	5	6	7	
Total MP Shift Siang:				5	7	6	7	6	6	6	7	7	6	6	6	8	6	7	6	6	7	6	6	6	6	6	6	6	7	7	6	5	7	8	
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:				4	2	3	2	2	2	2	2	3	3	3	2	0	2	2	3	4	2	2	3	2	3	3	3	3	2	1	3	5	2		
Total MP :				15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

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
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[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	5000038	CS-SUPERVISOR	H	H	H	h	h	O	H	H	O	H	H	H	H	H	H	H	H	H	H	O	O	H	H	H	H	H	O	H	H	H	H	26	0	0	0	5	0	0	0	-	
	ALBERTUS																																										
2	5000378	CLEANER	H	H	H	O	H	H	H	H	H	O	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	26	0	0	0	5	0	0	0	-		
	EKA SUSANTO																																										
3	5000672	CS-LEADER	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	O	H	H	H	H	O	H	H	H	O	H	H	H	H	26	0	0	0	5	0	0	0	-		
	ANGGA PRIYONO																																										
4	5000777	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	26	0	0	0	5	0	0	0	-	
	GALIH AWANG NAVI S																																										
5	5000936	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	O	H	H	H	O	H	H	O	H	H	H	H	H	O	H	H	26	0	0	0	5	0	0	0	-	
	NGATIYEM																																										
6	5001124	CLEANER	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	O	H	H	H	26	0	0	0	5	0	0	0	-		
	AHMAD MUSAFIKIN																																										
7	5001855	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	O	H	26	0	0	0	5	0	0	0	-	
	ARI SAPTONO																																										
8	5002831	CS-LEADER	H	H	H	H	H	O	H	H	H	H	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	O	O	H	H	25	0	0	0	6	0	0	0	-		
	ENDAH LESTARI																																										
9	5002832	CLEANER	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	H	O	H	H	O	H	H	26	0	0	1	5	0	0	0	-	
	ITIRNA											g																															
10	5004710	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	-	

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		
	MUHAMMAD ABABIL AL HADZ																																											
11	5005697	CLEANER	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	26	0	0	0	5	0	0	0	-	
	RIAN KASWOROWATI																																											
12	5007140	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	H	O	H	H	H	O	H	O	H	H	H	H	H	H	26	0	0	0	5	0	0	0	-	
	WAHYU LILIS WIJAYANTI																																											
13	5007684	CLEANER	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	H	O	O	H	H	H	H	H	H	H	H	26	0	0	0	5	0	0	0	-	
	ANANDA ASKA NABILA																																											
14	5007704	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	H	O	H	H	O	H	H	H	H	H	O	H	H	26	0	0	1	5	0	0	0	-		
	DAVIT SLAMET BAWONO													g																														
15	5007767	CLEANER	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	H	26	0	0	0	5	0	0	0	-		
	RINA NINGSIH																																											
16	5008622	CLEANER	H	H	H	H	O	H	H	H	H	h	SR	SR	SR	a	H	H	O	H	H	H	H	O	H	H	H	H	H	H	O	H	H	23	0	1	0	4	0	3	0	-		
	FEBRI FIRMANSYAH																																											
17	5009296	CLEANER	O	H	H	H	H	H	O	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	H	26	0	0	1	5	0	0	0	-	
	AFRIYANTO														g																													
18	5010078	CLEANER	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	O	H	H	26	0	0	0	5	0	0	0	-			
	IWAN PURNAMA																																											
Total :																																		464	0	1	3	90	0	3	0			

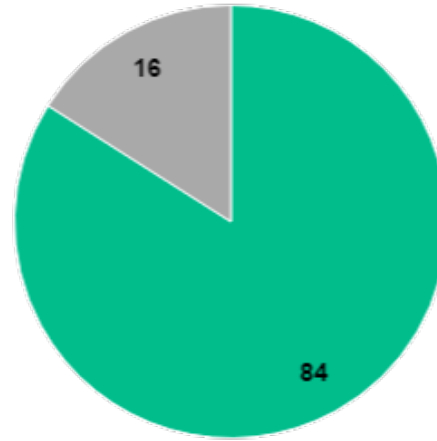
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIH MITRA		Nama
	2024-10-16 10:36:09	2024-10-17 11:34:30	Tgl	Tgl

TOTAL JADWAL : 558 MP

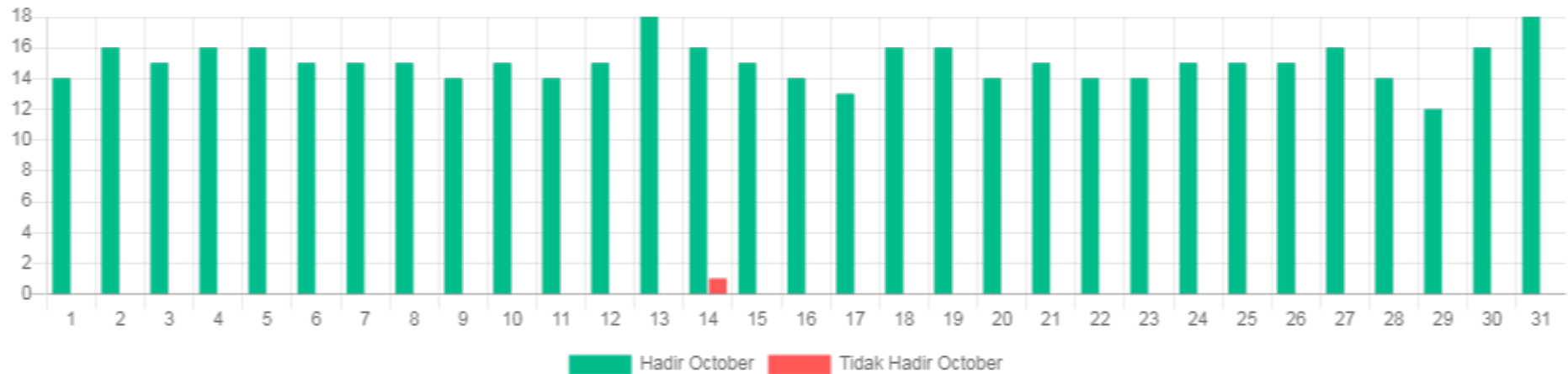
HADIR : 466 MP

OFF : 90 MP

TIDAK HADIR : 1 MP



Monthly : October





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			
							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	SB	MG	SN	SL	RB	KM					
							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
BESMENT 2																																										
1	CLEANING STP ROOM	RUANGAN	0	1	0	0																														P	A		1	1		
2	CLEANING GESTREP	FLOOR	0	5	0	0		P	A						P	A						P	A							P	A					P	A		5	5		
BESMENT 1																																										
1	CLEANING STP ROOM	RUANGAN	0	4	0	0		P	A						P	A						P	A							P	A									4	4	
Total Rencana :							0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0		10	10	100%
Total Realisasi :								0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0			
Tidak Terealisasi :								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	0			
Warna	Keterangan																																									
P	: Planning																																									
A	: Actual / Terealisasi																																									
X	: Tidak Terealisasi																																									

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

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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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																															
							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	SB	MG	SN	SL	RB	KM																																	
							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																										
LANTAI 1																																																																						
1	CLEANING PILAR	WALL	0	1	0	0														P	A																	1	1																															
2	WASHING DUSTBIN	KORIDOR	0	4	0	0							P	A					P	A						P	A						P	A				4	4																															
3	WALL CLEANING	WALL	0	1	0	0																					P	A										1	1																															
4	CLEANING SUDUT LANTAI	FLOOR	0	1	0	0																		P	A													1	1																															
5	CLEANING TRAF ESKALATOR	ESKALATOR	0	4	0	0				P	A													P	A						P	A			P	A		4	4																															
6	CLEANING CEILING	CEILLING	0	1	0	0																	P	A														1	1																															
7	CLEANING JANGGUTAN	KORIDOR	0	1	0	0																					P	A										1	1																															
8	CLEANING WALL ALL LIFT	LIFT	0	1	0	0																										P	A					1	1																															
9	CLEANING TANGGA DARURAT	TANGGA DARURAT	0	1	0	0																										P	A					1	1																															
10	WASHING LANTAI	FLOOR	0	0	1	0				P	A																											1	1																															
11	CLEANING REILING	KORIDOR	0	1	0	0																	P	A														1	1																															
12	CLEANING CENTILEVER	KORIDOR	0	2	0	0							P	A																	P	A						2	2																															
Total Rencana :							0	0	0	2	0	0	1	1	0	0	0	0	1	1	0	1	2	1	0	1	1	1	1	0	1	1	2	1	0	1	0			19	19	100%																												
Total Realisasi :							0	0	0	2	0	0	1	1	0	0	0	0	0	1	1	0	1	2	1	0	1	1	1	1	0	1	1	2	1	0	1	0			19		19																											
Tidak Terealisasi :							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	0	0				0	0																										
Warna	Keterangan																																																																					
P	: Planning																																																																					
A	: Actual / Terealisasi																																																																					
X	: Tidak Terealisasi																																																																					

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

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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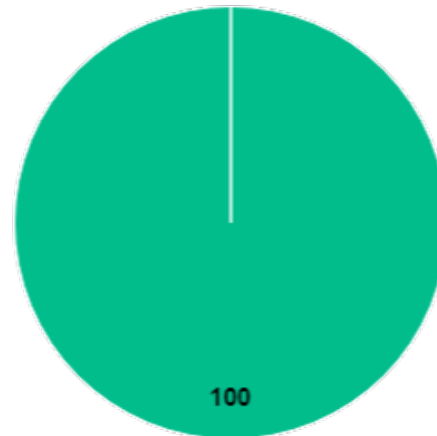
PEKERJAAN : 95

REALISASI : 95

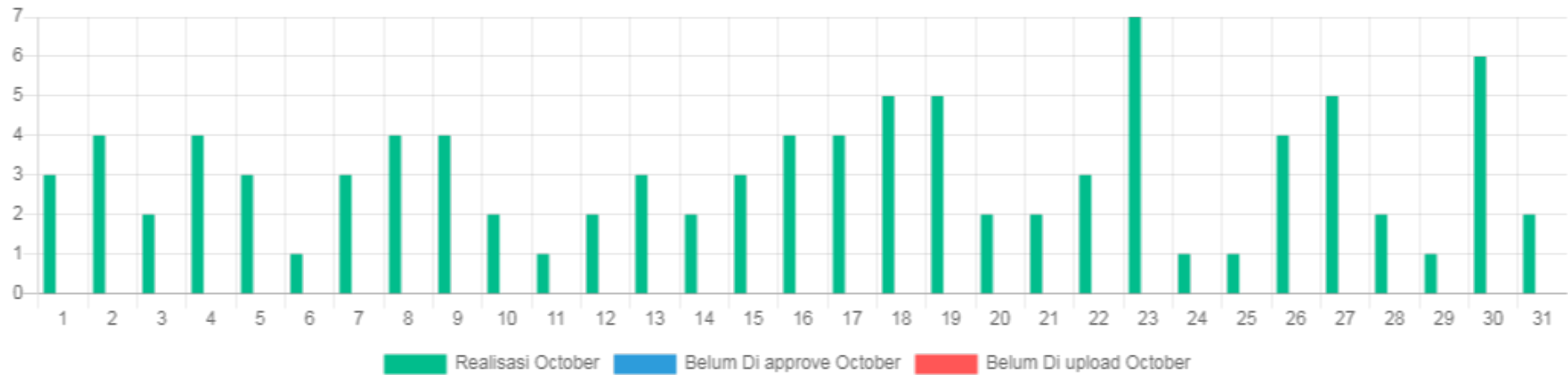
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : October

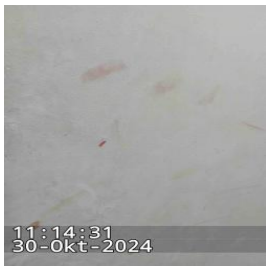
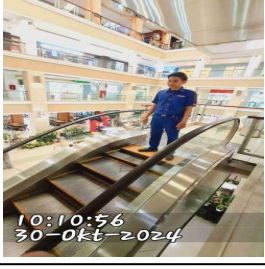
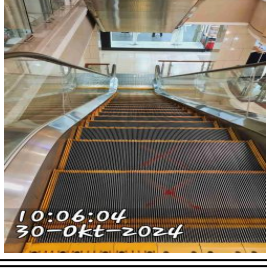
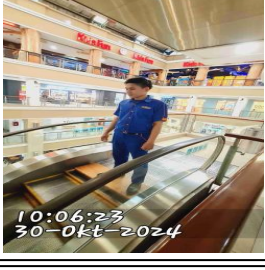
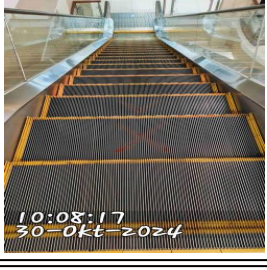




LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-10-2024	LANTAI GF	KORIDOR	CLEANING SENTILIVER	 08:06:42 01-Okt-2024	 08:07:06 01-Okt-2024	 08:08:25 01-Okt-2024
2	01-10-2024	LANTAI 2	KORIDOR	WASHING DUSTBIN	 08:57:32 01-okt-2024	 08:58:18 01-okt-2024	 08:59:51 01-okt-2024
3	01-10-2024	LANTAI 3	WALL	CLEANING PILAR	 13:15:49 01-Okt-2024	 13:17:03 01-Okt-2024	 13:22:07 01-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-10-2024	LANTAI 2	WALL	WALL CLEANING			
2	23-10-2024	LANTAI 3	KORIDOR	WASHING DUSTBIN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-10-2024	LANTAI LG	WALL	WALL CLEANING			
2	30-10-2024	LANTAI GF	WALL	CLEANING PILAR			
3	30-10-2024	LANTAI 1	ESKALATOR	CLEANING TRAF ESKALATOR			
4	30-10-2024	LANTAI 2	ESKALATOR	CLEANING TRAF ESKALATOR			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
19	0	0	0	0	19	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

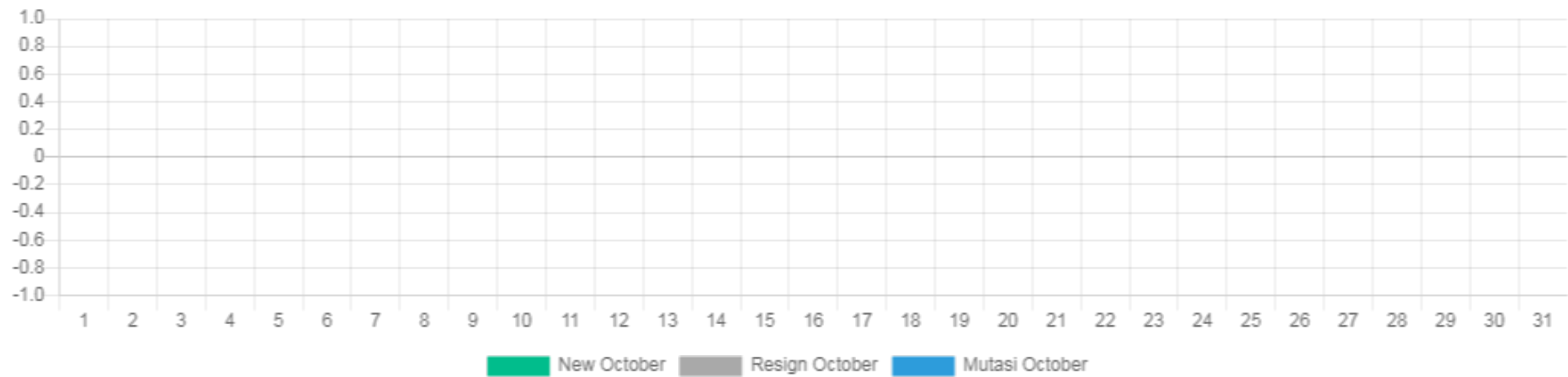
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : October





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5 - SCRB-2019-IX-0043	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK
2	CF5 - SCRB-2019-IX-0043	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK