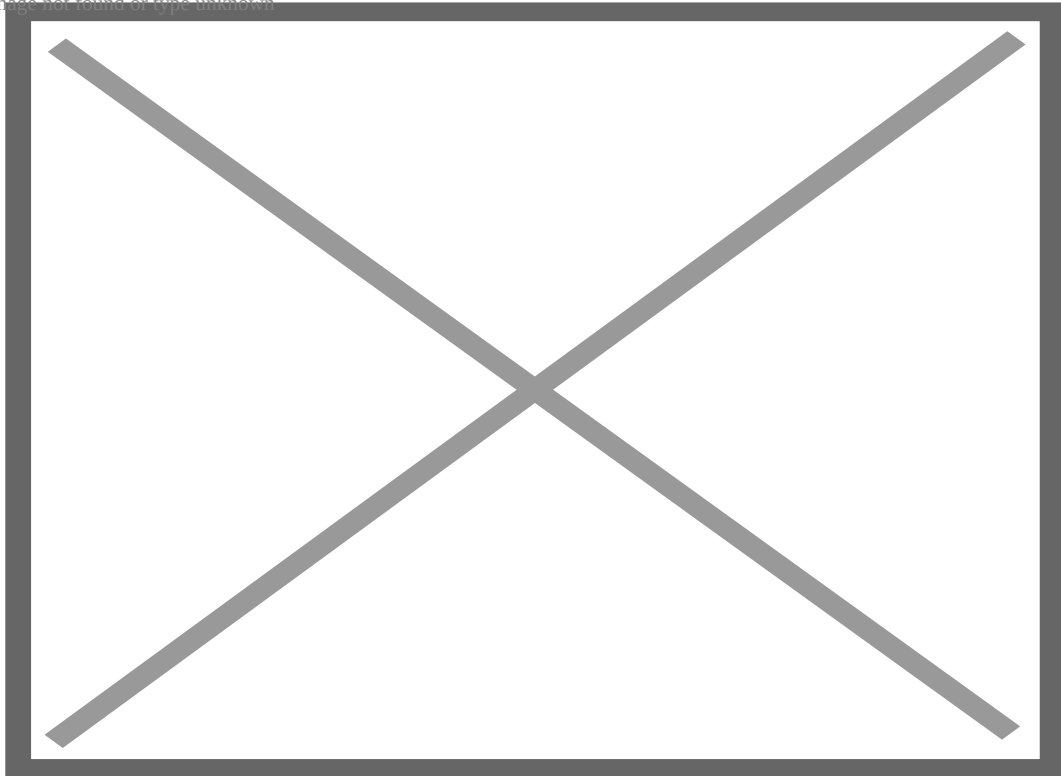


LAPORAN BULANAN CLEANING SERVICE

Proyek :
THE MAHTALA (DELTOMED OFFICE)

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Periode :
OKTOBER 2024

Disusun Oleh :
SYED ASLAN
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 THE MAHTALA (DELTOMED OFFICE)

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	1015309	MUHAMAD AN	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP		
2	1017562	PUTRI YAYA	CLEANER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP		
3	1020314	JULIANTO	CS-GONDOLA	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP		
4	1021411	ISMAIL	CS-GONDOLA	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP		
5	1022418	AHMAD SANU	CS-GONDOLA	MD1	MD1	MD1	MD1	WD	OFF	MD1	MD1	MD1	MD1	MD1	WD	OFF	MD1	MD1	MD1	MD1	MD1	WD	OFF	MD1	MD1	MD1	MD1	MD1	WD	OFF	MD1	MD1	MD1	MD1		
Total MP Shift Pagi:				5	5	5	5	0	0	5	5	5	5	5	0	0	5	5	5	5	5	0	0	5	5	5	5	5	0	0	5	5	5	5		
Total MP Shift Siang:				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 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:				0	0	0	0	0	5	0	0	0	0	0	0	5	0	0	0	0	0	0	5	0	0	0	0	0	0	5	0					
Total MP :				5	5	5	5	0	5	5	5	5	5	5	0	5	5	5	5	5	5	0	5	5	5	5	5	5	0	5	5	5	5	5		

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	1019671	SYED ASLAN	CS-LEADER	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP
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Total MP Libur:				0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0			
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LAPORAN REKAP ABSENSI



LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK

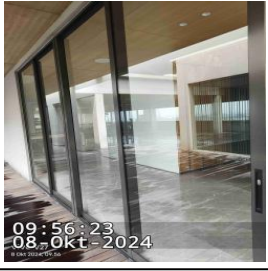
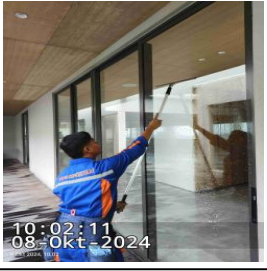
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1	02-10-2024	ALL AREA	HIGH DUSTING	EXHAUST TOILET	 14:27:41 02-Okt-2024	 14:28:17 02-Okt-2024	 14:30:49 02-Okt-2024
2	02-10-2024	ALL AREA	SPOTING	TEMPAT WUDHU	 14:04:52 02-Okt-2024	 14:06:20 02-Okt-2024	 14:22:18 02-Okt-2024
3	02-10-2024	ALL AREA	CLEANING	TANGGA	 10:36:45 02-Okt-2024	 10:44:14 02-Okt-2024	 10:46:16 02-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-10-2024	ALL AREA	SPOTING	PINTU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-10-2024	ALL AREA	SPOTING	KORIDOR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-10-2024	ALL AREA	BRUSHING	PARKIR B1 B2			
2	05-10-2024	ALL AREA	SPOTING	PARKIR B1 B2			
3	05-10-2024	ALL AREA	CLEANING	PARKIR B1 B2			
4	05-10-2024	ALL AREA	BRUSH MANUAL	GF KE B2			
5	05-10-2024	ALL AREA	BRUSH MANUAL	PARKIR B1 B2			
6	05-10-2024	ALL AREA	POLISHING	PINTU			

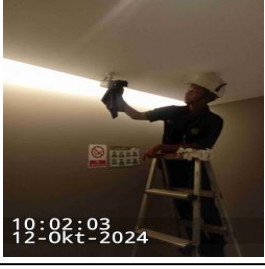
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1	07-10-2024	ALL AREA	GLASS CLEANING	LOBBY	 10:13:46 07-Okt-2024	 10:14:02 07-Okt-2024	 10:14:20 07-Okt-2024
2	07-10-2024	ALL AREA	SPOTING	LIFT SERVIS	 11:39:34 07-Okt-2024	 11:53:30 07-Okt-2024	 12:03:44 07-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	08-10-2024	ALL AREA	HIGH DUSTING	EXHAUST PANTRY	 10:46:09 08-Okt-2024	 10:47:13 08-Okt-2024	 10:50:16 08-Okt-2024
2	08-10-2024	ALL AREA	GLASS CLEANING	LANTAI 11	 09:56:23 08-Okt-2024	 10:02:11 08-Okt-2024	 10:35:27 08-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-10-2024	ALL AREA	SPOTING	TEMPAT WUDHU	 11:24:10 09-Okt-2024	 11:37:16 09-Okt-2024	 11:44:19 09-Okt-2024
2	09-10-2024	ALL AREA	CLEANING	TANGGA	 10:47:33 09-Okt-2024	 10:50:53 09-Okt-2024	 10:51:55 09-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-10-2024	ALL AREA	SPOTING	PINTU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-10-2024	ALL AREA	GLASS CLEANING	LANTAI 6	 10:04:09 10-Okt-2024	 10:05:04 10-Okt-2024	 10:13:19 10-Okt-2024
2	11-10-2024	ALL AREA	SPOTING	KORIDOR	 14:22:24 11-Okt-2024	 14:28:45 11-Okt-2024	 14:48:39 11-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	12-10-2024	ALL AREA	BRUSH MANUAL	GF KE B2	 09:09:45 12-Okt-2024	 09:11:24 12-Okt-2024	 09:19:32 12-Okt-2024
2	12-10-2024	ALL AREA	BRUSH MANUAL	PARKIR B1 B2	 09:40:58 12-Okt-2024	 09:42:01 12-Okt-2024	 09:42:46 12-Okt-2024
3	12-10-2024	ALL AREA	HIGH DUSTING	PARKIR B1 B2	 10:01:31 12-Okt-2024	 10:02:03 12-Okt-2024	 10:03:10 12-Okt-2024
4	12-10-2024	ALL AREA	WASHING	LOBBY	 07:57:27 12-Okt-2024	 08:01:12 12-Okt-2024	 08:13:22 12-Okt-2024
5	12-10-2024	ALL AREA	HIGH PREASURE	HALAMAN TIMUR	 08:17:42 12-Okt-2024	 08:34:38 12-Okt-2024	 09:08:00 12-Okt-2024
6	12-10-2024	ALL AREA	WASHING	TPS	 08:03:51 12-Okt-2024	 08:06:24 12-Okt-2024	 08:08:01 12-Okt-2024

No	Tanggal	Area	ItemPekerjaan	Detail Pekerjaan	Before	Progress	After
7	12-10-2024	ALL AREA	WASHING	RUANG B3	 08:08:56 12-Okt-2024	 08:09:32 12-Okt-2024	 08:10:30 12-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	14-10-2024	ALL AREA	GLASS CLEANING	LOBBY			
2	14-10-2024	ALL AREA	SPOTING	LIFT SERVIS			

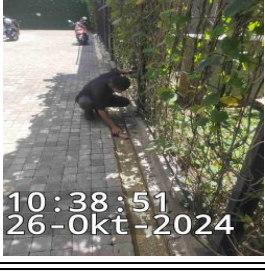
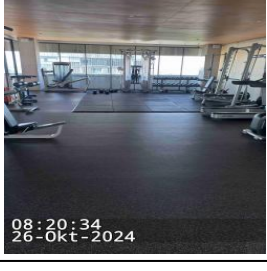
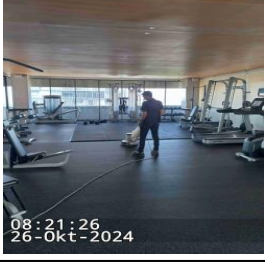
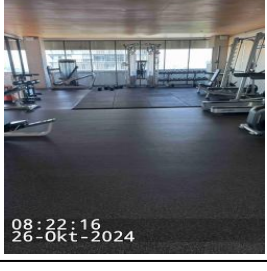
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-10-2024	ALL AREA	HIGH DUSTING	KIPAS MUSHOLLAH	 11:14:55 15-Okt-2024	 11:18:23 15-Okt-2024	 11:18:52 15-Okt-2024
2	15-10-2024	ALL AREA	GLASS CLEANING	LANTAI 11	 10:12:10 15-Okt-2024	 10:13:18 15-Okt-2024	 11:28:57 15-Okt-2024

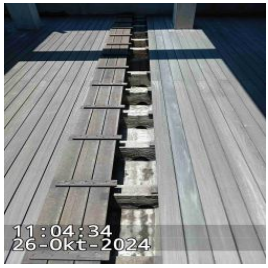
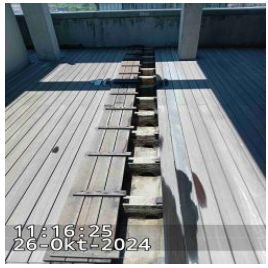
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-10-2024	ALL AREA	SPOTING	TEMPAT WUDHU	 14:16:52 16-Okt-2024	 14:21:07 16-Okt-2024	 14:42:30 16-Okt-2024
2	16-10-2024	ALL AREA	CLEANING	TANGGA	 10:52:45 16-Okt-2024	 10:54:12 16-Okt-2024	 10:58:15 16-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-10-2024	ALL AREA	SPOTING	PINTU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-10-2024	ALL AREA	SPOTING	KORIDOR	 09:53:47 18-Okt-2024	 10:00:32 18-Okt-2024	 10:00:48 18-Okt-2024

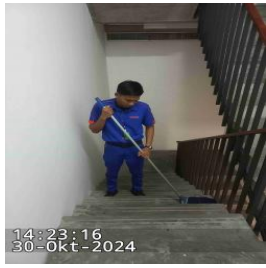
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-10-2024	ALL AREA	WASHING	KORIDOR TOILET	 08:29:03 19-Okt-2024	 08:30:10 19-Okt-2024	 08:35:24 19-Okt-2024
2	19-10-2024	ALL AREA	BRUSHING	MUSHOLLAH 6	 08:24:30 19-Okt-2024	 08:25:31 19-Okt-2024	 08:26:38 19-Okt-2024
3	19-10-2024	ALL AREA	BRUSH MANUAL	GF KE B2	 08:34:32 19-Okt-2024	 08:35:02 19-Okt-2024	 08:35:55 19-Okt-2024
4	19-10-2024	ALL AREA	BRUSH MANUAL	PARKIR B1 B2	 08:46:09 19-Okt-2024	 08:46:22 19-Okt-2024	 08:53:06 19-Okt-2024
5	19-10-2024	ALL AREA	WASHING	MUSHOLLAH GF	 08:11:54 19-Okt-2024	 08:13:13 19-Okt-2024	 08:14:59 19-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-10-2024	ALL AREA	WASHING	TOILET	 08:25:14 26-Okt-2024	 08:26:23 26-Okt-2024	 08:27:12 26-Okt-2024
2	26-10-2024	ALL AREA	BRUSH MANUAL	GF KE B2	 08:33:24 26-Okt-2024	 08:34:25 26-Okt-2024	 08:35:49 26-Okt-2024
3	26-10-2024	ALL AREA	BRUSH MANUAL	PARKIR B1 B2	 08:30:15 26-Okt-2024	 08:31:02 26-Okt-2024	 08:31:39 26-Okt-2024
4	26-10-2024	ALL AREA	WASHING	DRIVER ROOM	 08:12:53 26-Okt-2024	 08:14:44 26-Okt-2024	 08:16:09 26-Okt-2024
5	26-10-2024	ALL AREA	HIGH PREASURE	HALAMAN TIMUR	 10:35:41 26-Okt-2024	 10:38:51 26-Okt-2024	 10:39:19 26-Okt-2024
6	26-10-2024	ALL AREA	BRUSHING	RUANG GYM	 08:20:34 26-Okt-2024	 08:21:26 26-Okt-2024	 08:22:16 26-Okt-2024

No	Tanggal	Area	ItemPekerjaan	Detail Pekerjaan	Before	Progress	After
7	26-10-2024	ALL AREA	BRUSH MANUAL	LANTAI KAYU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-10-2024	ALL AREA	GLASS CLEANING	LOBBY	 13:09:52 28-Okt-2024	 13:11:48 28-Okt-2024	 13:15:23 28-Okt-2024
2	28-10-2024	ALL AREA	SPOTING	LIFT SERVIS	 11:41:39 28-Okt-2024	 11:50:45 28-Okt-2024	 11:59:40 28-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-10-2024	ALL AREA	GLASS CLEANING	LANTAI 11	 14:12:36 29-Okt-2024	 14:12:52 29-Okt-2024	 14:13:25 29-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-10-2024	ALL AREA	SPOTING	TEMPAT WUDHU	 11:37:25 30-Okt-2024	 11:44:15 30-Okt-2024	 11:51:12 30-Okt-2024
2	30-10-2024	ALL AREA	CLEANING	TANGGA	 14:20:57 30-Okt-2024	 14:23:16 30-Okt-2024	 14:26:43 30-Okt-2024

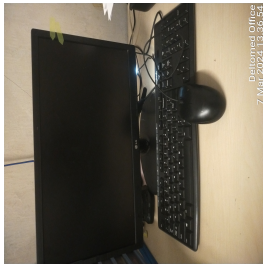
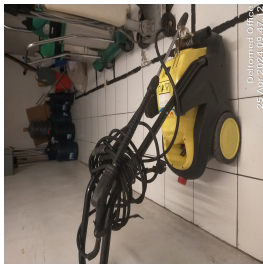
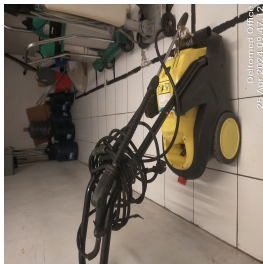


LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - HPOL-2018-IX-0004	HAND POLISHER	DONGCHENG			BAIK	-
2	CF1 - HPOL-2018-IX-0004	HAND POLISHER	DONGCHENG			BAIK	-
3	CF1 - HPOL-2018-IX-0004	HAND POLISHER	DONGCHENG			BAIK	-
4	CF1 - VC60-2018-IX-0004	WET & DRY VACUUM CLEANER 60 LITER	GOLDIE			BAIK	-
5	CF1 - LO SP-2020-VIII-0150	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF1 - WBLO-2018-IX-0004	CARPET BLOWER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1 - KOMP-2019-III-023	COMPUTER SET AREA	LG			BAIK	-
8	CF1 - L3210	PRINTER	EPSON			BAIK	-
9	CF1 - KR-0001	KABEL ROLL 50 METER	KAISER			BAIK	-
10	CF1 - VC30-1127	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
11	CF1 - 5243/0IPM-I/19	HIGH PRESSURE	ROTANO			BAIK	-
12	CF1 - 5243/0IPM-I/19	HIGH PRESSURE	ROTANO			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1 - 5243/0IPM-I/19	HIGH PRESSURE	ROTANO			BAIK	-