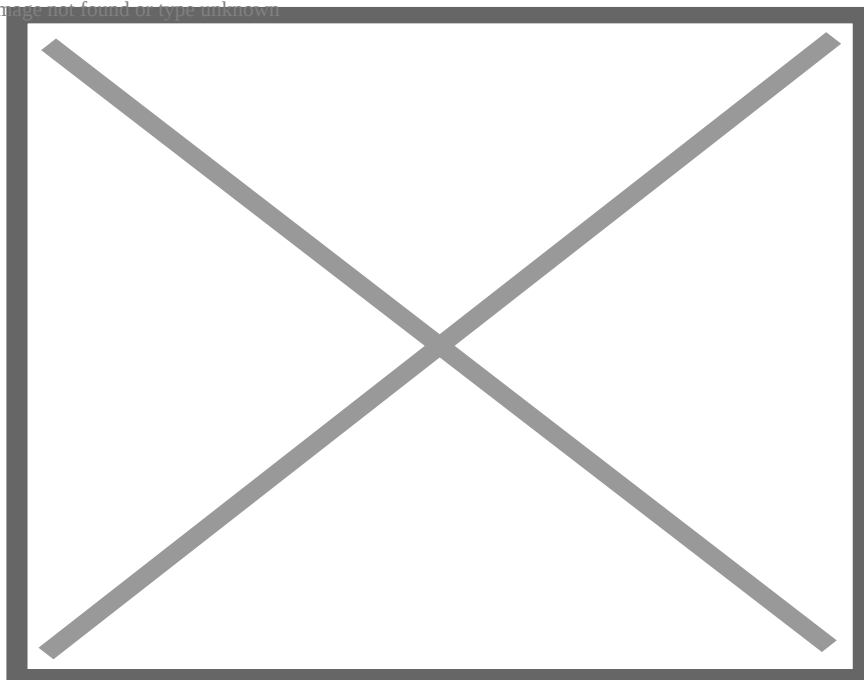


LAPORAN BULANAN CLEANING SERVICE

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Proyek :

JNE Sunter

Periode :

OKTOBER 2024

Disusun Oleh :

ISMAIL AJI FRANCE

CS-LEADER



DAFTAR ISI

LAPORAN RINGKASAN LAPBUL

LAPORAN TURNOVER

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN MESIN





LAPORAN RINGKASAN LAPBUL



Chief Supervisor	Supervisor	Team Leader	Cleaner	Gardener	Gondola	Total
Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0	Awal Periode : 0
Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0	Masuk : 0
Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0	Keluar : 0
Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0	Akhir Periode : 0
Permasalahan / Kendala SDM		-				
Obyek		Keterangan				
SOP		-				
Administrasi		-				
Chemical		-				
Peralatan		-				
Mesin		-				
Training		-				
HRD & Payroll		-				
Perbaikan Kualitas Area		-				



LAPORAN TURNOVER



Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
8	0	0	0	0	8	0.00

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



LAPORAN JADWAL



OPERATOR

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI



Tgl		Shift Pagi						Shift Siang						Shift Malam						Off (MP)	Total Actual (MP)	Total MP (per hari)	HADIR		HADIR (L)	ALFA		Selisih	
		MP	H	S	I	A	L	MP	H	S	I	A	L	MP	H	S	I	A	L				Total	%		Total	%	Total	%
1	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
2	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
3	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
4	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
5	Oct-24	3	3	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	3	5	8	5	100%	0	0	0%	0	0%
6	Oct-24	1	1	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	5	3	8	3	100%	0	0	0%	0	0%
7	Oct-24	4	3	0	0	1	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	7	88%	0	1	13%	1	13%
8	Oct-24	4	3	0	0	1	1	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	7	88%	1	1	13%	0	0%
9	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
10	Oct-24	4	3	0	0	1	1	2	2	0	0	0	0	2	1	0	0	1	1	0	8	8	6	75%	2	2	25%	0	0%
11	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%

12	Oct-24	3	2	0	0	1	1	1	1	0	0	0	0	1	1	0	0	0	0	3	5	8	4	80%	1	1	20%	0	0%
13	Oct-24	1	1	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	5	3	8	3	100%	0	0	0%	0	0%
14	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
15	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
16	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
17	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
18	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
19	Oct-24	3	3	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	3	5	8	5	100%	0	0	0%	0	0%
20	Oct-24	1	1	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	5	3	8	3	100%	0	0	0%	0	0%
21	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
22	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
23	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
24	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%

25	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
26	Oct-24	3	3	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	3	5	8	5	100%	0	0	0%	0	0%
27	Oct-24	1	1	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	5	3	8	3	100%	0	0	0%	0	0%
28	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
29	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
30	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%
31	Oct-24	4	4	0	0	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0	8	8	8	100%	0	0	0%	0	0%



LAPORAN TABEL PERIODIK





LAPORAN VISUALISASI PERIODIK



No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-10-2024	EXTERNAL	ROC	R.O.C CEILLING HALAMAN	 10:21:42 21-Okt-2024	 10:22:06 21-Okt-2024	 10:23:01 21-Okt-2024
2	21-10-2024	EXTERNAL	GENERAL CLEANING	GENERAL CLEANING TOILET POSKO SCURITY	 07:44:30 21-Okt-2024	 07:53:49 21-Okt-2024	 07:59:50 21-Okt-2024
3	21-10-2024	EXTERNAL	GENERAL CLEANING	GENERAL CLEANING POSKO SCURITY	 09:13:12 21-Okt-2024	 09:13:47 21-Okt-2024	 09:14:23 21-Okt-2024
4	21-10-2024	EXTERNAL	ROC	R.O.C CEILLING GUDANG SORTIR	 07:57:04 21-Okt-2024	 07:57:25 21-Okt-2024	 07:59:24 21-Okt-2024
5	21-10-2024	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA OFFICE	 09:34:57 21-Okt-2024	 09:36:00 21-Okt-2024	 09:37:43 21-Okt-2024



LAPORAN MESIN



No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - LO SP-2020-XII-0173	LOW SPEED POLISHER	GOLDIE			-	RUSAK
2	CF1 - VC30-2019-VII-0062	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1 - LO SP-2020-XII-0173	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1 - VC30-2019-VII-0062	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
5	CF1 - LO SP-2020-XII-0173	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF1 - VC30-2019-VII-0062	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
7	CF1 - LO SP-2020-XII-0173	LOW SPEED POLISHER	GOLDIE			BAIK	-
8	CF1 - VC30-2019-VII-0062	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
9	CF1 - LO SP-2020-X11-0173	LOW SPEED POLISHER	GOLDIE			BAIK	-
10	CF1 - VC30-2019-VII-0062	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-