

LAPORAN BULANAN CLEANING SERVICE

Proyek :
THE STATURE JAKARTA



Periode :
OKTOBER 2024

Disusun Oleh :
RENDI PERDIANSYAH PUTRA
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 THE STATURE JAKARTA

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.

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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	1038820	CINTIA CHAERANI	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP
2	1033505	M.RAMDHANI	CLEANER	OFF	HP	HP	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP
3	1031000	MUHAMMAD IBROHIM	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP
4	1033543	DEDE MUNAJAT	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
5	1030283	ADE SAPUTRA	CLEANER	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP
6	1034065	RAY VAGENZA JURET	CLEANER	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP
7	1035944	NINA HUSNUL HOTIMAH	CLEANER	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS
8	1033108	DAMAN HURYE	CLEANER	OFF	HS	HS	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP	HS	HS	OFF	HS	HS
9	1038659	JODI	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS
10	1036037	INDRA PERMANA	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF
11	1032017	RIAN SYAHROJI	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS
12	1040063	SASKYA ELIYANI	CLEANER						HS	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS
Total MP Shift Pagi:				5	5	5	5	5	6	5	5	5	5	5	5	6	5	5	5	5	5	5	6	5	5	5	5	5	5	6	5	5	5	5
Total MP Shift Siang:				4	4	4	4	5	6	5	5	5	5	5	6	6	4	5	5	5	5	6	6	4	5	5	5	5	6	6	4	5	5	5
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:				2	2	2	2	1	0	2	2	2	2	2	1	0	3	2	2	2	2	1	0	3	2	2	2	2	1	0	3	2	2	2
Total MP :				11	11	11	11	11	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

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	1035579	FERI HIDAYATULOH	CS-LEADER	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS
2	1024038	RENDI PERDIANSYAH PUTRA	CS-SUPERVISOR	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP
Total MP Shift Pagi:				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total MP Shift Siang:				1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1

[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	1024038	CS-SUPERVISOR	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	O	H	H	H	H	H	27	0	0	0	4	0	0	0	-	
	RENDI PERDIANSYAH PUTRA																																										
2	1030283	CLEANER	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	H	H	H	H	H	27	0	0	0	4	0	0	0	-	
	ADE SAPUTRA																																										
3	1031000	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	1	5	0	0	0	-	
	MUHAMMAD IBROHIM		G																																								
4	1032017	CLEANER	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	H	H	H	H	H	27	0	0	0	4	0	0	0	-	
	RIAN SYAHROJI																																										
5	1033108	CLEANER	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	H	26	0	0	0	5	0	0	0	-	
	DAMAN HURYE																																										
6	1033505	CLEANER	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	H	26	0	0	0	5	0	0	0	-	
	M.RAMDHANI																																										
7	1033543	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	26	0	0	2	5	0	0	0	-	
	DEDE MUNAJAT			G		G																																					
8	1034065	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	O	H	H	H	H	H	H	27	0	0	1	4	0	0	0	-	
	RAY VAGENZA JURET				G																																						
9	1035579	CS-LEADER	H	H	H	H	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	27	0	0	0	4	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		
	FERI HIDAYATULOH																																											
10	1035944	CLEANER	A	A	A	A	A	A	O	A	A	A	A	A	A	O	A	A	A	A	A	A	O	A	A	A	A	A	A	A	O	A	A	A	0	0	27	0	4	0	0	0	SUDAH_CLEARENSHEET	
	NINA HUSNUL HOTIMAH																																											
11	1036037	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	26	0	0	0	5	0	0	0	-		
	INDRA PERMANA																																											
12	1038659	CLEANER	H	O	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	H	O	H	26	0	0	0	5	0	0	0	-		
	JODI																																											
13	1038820	CLEANER	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	H	O	H	H	H	27	0	0	0	4	0	0	0	-		
	CINTIA CHAERANI																																											
14	1040063	CLEANER	␣	␣	␣	␣	␣	h	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	23	0	0	0	3	0	0	0	-		
	SASKYA ELIYANI																																											
Total :																																		341	0	27	4	61	0	0	0			

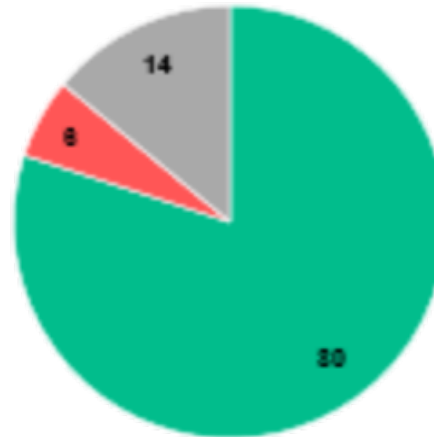
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ZIKRON	AMY		Nama
	2024-10-17 12:22:30	2024-10-19 07:51:16	Tgl	Tgl

TOTAL JADWAL : 433 MP

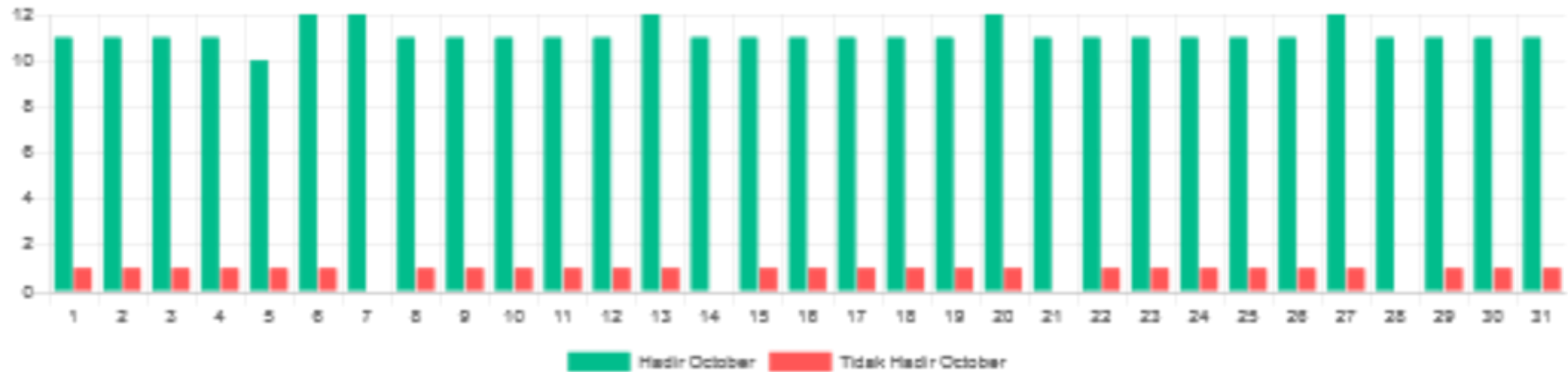
HADIR : 345 MP

OFF : 61 MP

TIDAK HADIR : 27 MP



Monthly : October





LAPORAN TABEL PERIODIK

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	
							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
EXTERNAL																																								
1	BRUSHING RETAIL FOUNTAIN	BRUSHING	0	4	0	0							P	A						P	A						P	A						P	A			4	4	
2	BRUSHING MANUAL TPS	BRUSHING MANUAL	0	5	0	0			P	A						P	A					P	A						P	A						P	A	5	5	
3	BRUSHING BASEMENT B1	BRUSHING	0	4	0	0							P	A					P	A							P	A						P	A			4	4	
4	GLASS CLEANING KACA LOBBY ASCOTT	GLASS CLEANING	0	5	0	0	P	A						P	A					P	A							P	A					P	A			5	5	
5	BRUSHING JALUR MOBIL	BRUSHING	0	5	0	0		P	A						P	A					P	A						P	A						P	A			5	5
6	WALL CLEANING PILAR GRANIT RESSI	WALL CLEANING	0	5	0	0			P	A						P	A					P	A						P	A						P	A	5	5	
7	BRUSHING MANUAL RUBBERMAD JOGGING TRACK	BRUSHING MANUAL	0	5	0	0			P	A						P	A						P	A					P	A						P	A	5	5	
8	BRUSHING AREA PENDESTRAN	BRUSHING	0	4	0	0				P	A						P	A						P	A					P	A							4	4	
9	HIGH DUSTING SIGNAGE	HIGH DUSTING	0	4	0	0				P	A						P	A						P	A					P	A							4	4	
10	WALL CLEANING DINDING SISI ASCOTT	WALL CLEANING	0	4	0	0				P	A						P	A						P	A					P	A							4	4	
11	WALL CLEANING PILAR GRANIT SISI ASCOTT	WALL CLEANING	0	4	0	0				P	A						P	A						P	A					P	A							4	4	
12	BRUSHING POS 1	BRUSHING	0	4	0	0					P	A						P	A						P	A					P	A						4	4	
13	BRUSHING DROP OFF LOBBY RESI	BRUSHING	0	4	0	0					P	A						P	A						P	A					P	A						4	4	
14	BRUSHING POS 2	BRUSHING	0	4	0	0						P	A						P	A						P	A						P	A				4	4	
15	HIGH PRESSURE RAMP	HIGH PRESSURE	0	4	0	0						P	A						P	A						P	A						P	A				4	4	

[illegible]

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			
							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
PODIUM																																										
1	BRUSHING RAMP	BRUSHING	0	4	0	0							P	A						P	A						P	A						P	A			4	4			
2	BRUSHING CARWASH P2	BRUSHING	0	5	0	0		P	A						P	A					P	A						P	A							P	A			5	5	
3	DRY BUFFING LANTAI MARMER PODIUM	BUFFING	0	0	1	0										P	A																					1	1			
4	BRUSHING MANUAL SPEEDBUMP & SALURAN AIR CARWASH P2	BRUSHING MANUAL	0	4	0	0					P	A						P	A							P	A					P	A						4	4		
5	GENERAL CLEANING EXIT PODIUM	GENERAL CLEANING	0	4	0	0						P	A						P	A							P	A					P	A					4	4		
6	BRUSHING LANTAI CONCRETE	BRUSHING	0	5	0	0			P	A						P	A					P	A						P	A							P	A		5	5	
7	CLEANING SARANG LABA LABA AREA PODIUM	ROC	0	4	0	0						P	A						P	A						P	A					P	A						4	4		
8	HIGH PRESSURE RAMP P2 GF	HIGH PRESSURE	0	5	0	0	P	A						P	A					P	A							P	A					P	A				5	5		
Total Rencana :							1	1	1	0	1	1	2	1	1	1	1	1	2	1	1	1	0	1	1	2	2	0	1	0	1	1	2	1	1	1	1					
Total Realisasi :							1	1	1	0	1	1	2	1	1	1	1	1	1	2	1	1	1	0	1	1	2	2	0	1	0	1	1	2	1	1	1	1	32	32	100%	
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			
Warna	Keterangan																																									
P	: Planning																																									
A	: Actual / Terealisasi																																									
X	: Tidak Terealisasi																																									

PEKERJAAN : 193

REALISASI : 193

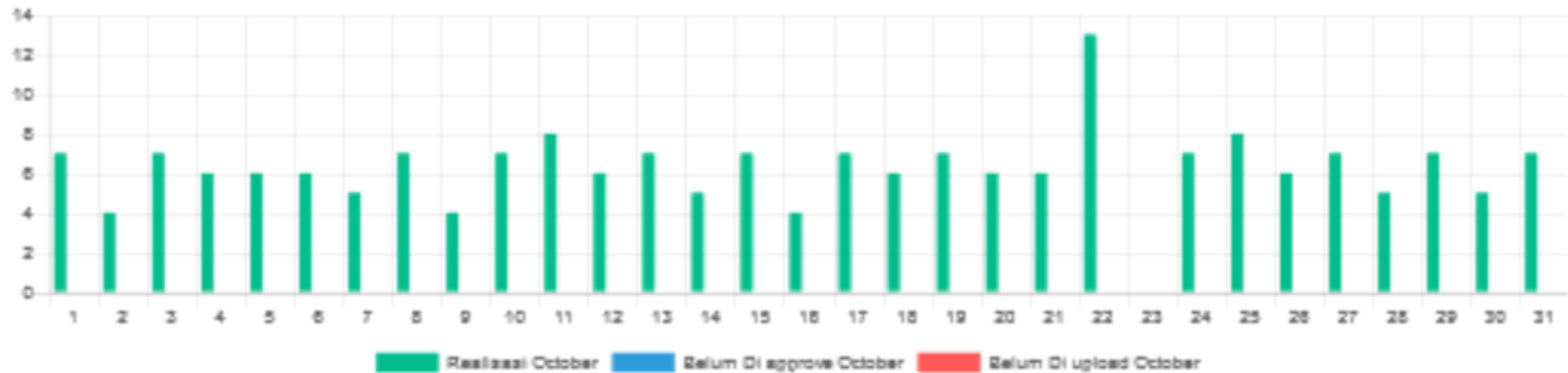
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0

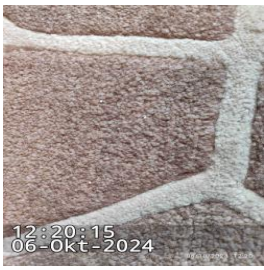
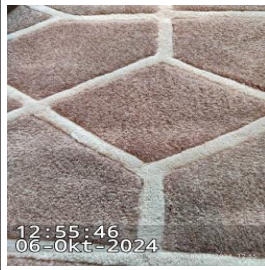
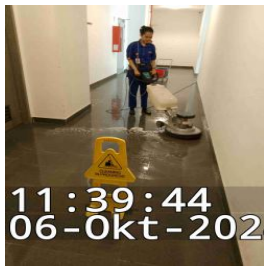
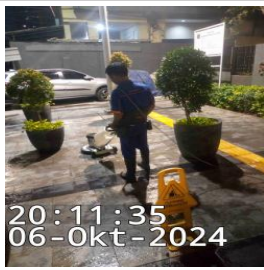
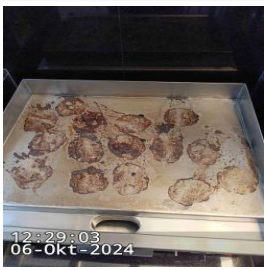
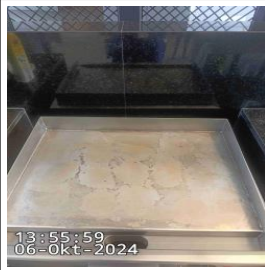


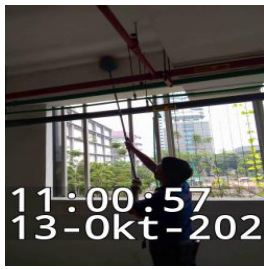
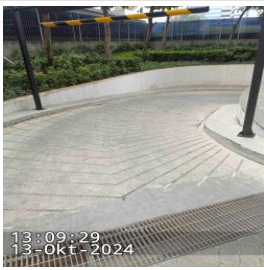
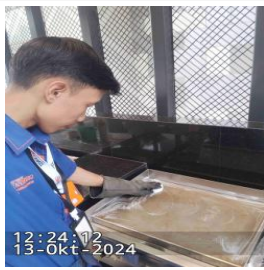
Monthly : October



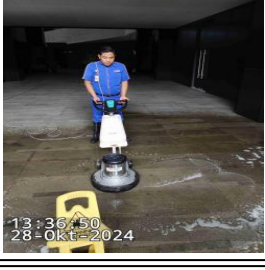
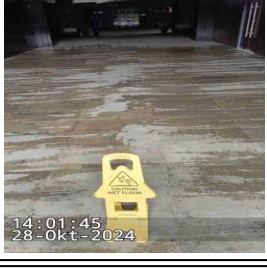
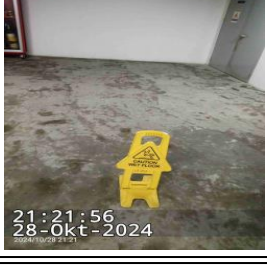


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-10-2024	GROUND FLOOR (LOBBY)	DRY VACUUMING	DRY VACUUMING ALL KARPET LOBBY RESI			
2	06-10-2024	GROUND FLOOR (LOBBY)	WASHING	WASHING KORIDOR TOILET OUTDOOR			
3	06-10-2024	PODIUM (P2,P3,P3A)	ROC	CLEANING SARANG LABA LABA AREA PODIUM			
4	06-10-2024	EXTERNAL	BRUSHING	BRUSHING POS 2			
5	06-10-2024	EXTERNAL	HIGH PRESSURE	HIGH PRESSURE RAMP			
6	06-10-2024	LANTAI 5	SPOTING	SPOTING PENGGORENGAN BBQ			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	13-10-2024	GROUND FLOOR (LOBBY)	DRY VACUUMING	DRY VACUUMING ALL KARPET LOBBY RESI			
2	13-10-2024	GROUND FLOOR (LOBBY)	WASHING	WASHING KORIDOR TOILET OUTDOOR			
3	13-10-2024	PODIUM (P2,P3,P3A)	ROC	CLEANING SARANG LABA LABA AREA PODIUM			
4	13-10-2024	EXTERNAL	BRUSHING	BRUSHING POS 2			
5	13-10-2024	EXTERNAL	HIGH PRESSURE	HIGH PRESSURE RAMP			
6	13-10-2024	LANTAI 5	SPOTING	SPOTING PENGGORENGAN BBQ			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	13-10-2024	LANTAI 5	WALL CLEANING	WALL CLEANING DINDING MARMER KORIDOR LIFT PRIVATE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-10-2024	GROUND FLOOR (LOBBY)	BRUSHING MANUAL	BRUSHING MANUAL SPEEDBUMP JALUR MOBIL	 12:38:43 28-Okt-2024	 12:41:19 28-Okt-2024	 13:03:15 28-Okt-2024
2	28-10-2024	PODIUM (P2,P3,P3A)	BRUSHING	BRUSHING RAMP	 19:27:49 28-Okt-2024	 19:30:44 28-Okt-2024	 20:09:04 28-Okt-2024
3	28-10-2024	PODIUM (P2,P3,P3A)	GENERAL CLEANING	GENERAL CLEANING EXIT PODIUM	 13:21:43 28-Okt-2024	 13:22:18 28-Okt-2024	 13:51:37 28-Okt-2024
4	28-10-2024	EXTERNAL	BRUSHING	BRUSHING RETAIL FOUNTAIN	 13:26:16 28-Okt-2024	 13:36:50 28-Okt-2024	 14:01:45 28-Okt-2024
5	28-10-2024	EXTERNAL	BRUSHING	BRUSHING BASEMENT B1	 20:48:15 28-Okt-2024	 20:55:49 28-Okt-2024	 21:21:56 28-Okt-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
12	1	0	0	0	13	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
1	1040063	SASKYA ELIYANI	CLEANER	MP BARU	-	2024-10-07	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

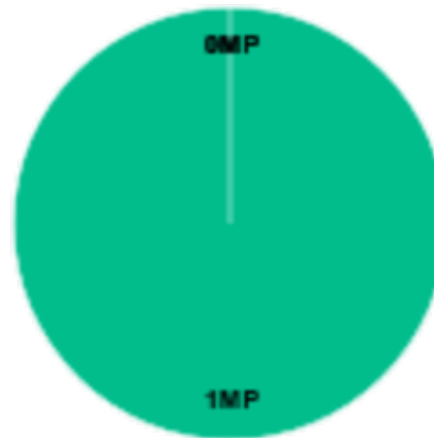
NEW : 1 MP

RESIGN : 0 MP

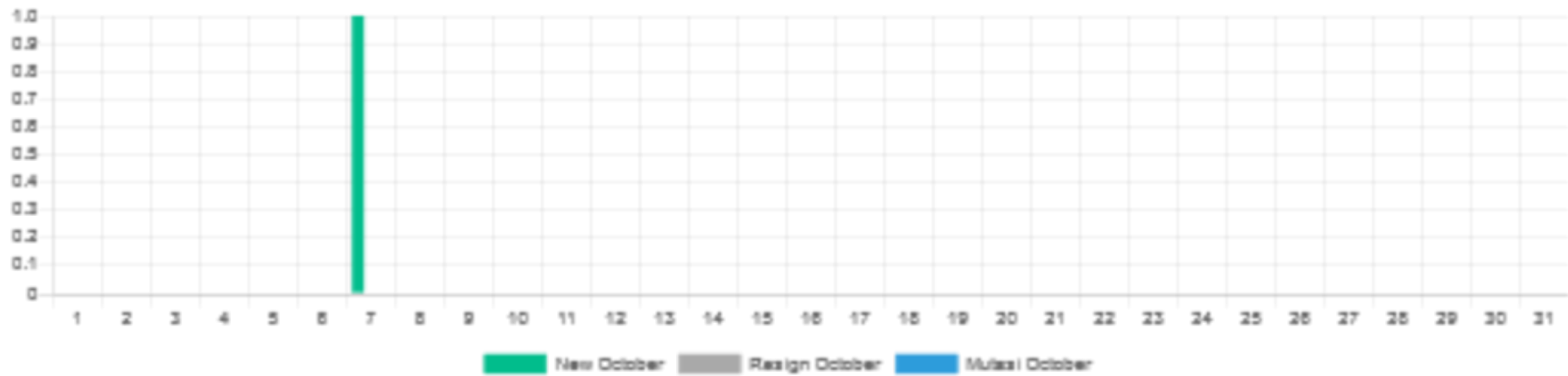
MUTASI : 0 MP

Pengawas : 0

CSO : 1

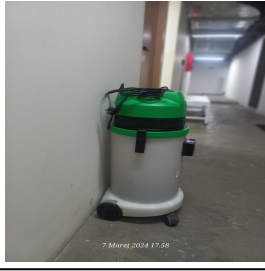
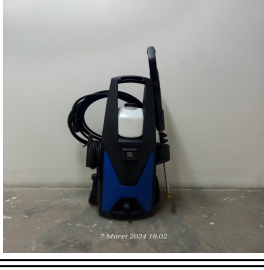
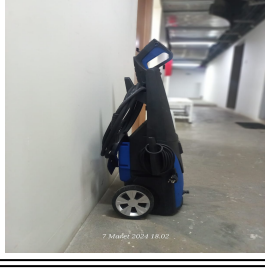
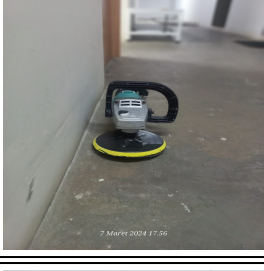


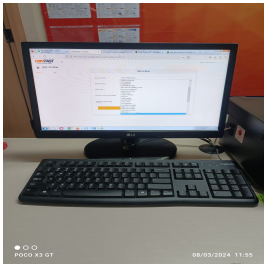
Monthly : October





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC60/50	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
2	CF1/3/VC30/52	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1/3/LOSP/53	LOW SPEED POLISHER	INNOTECH			BAIK	-
4	CF1/2/HPRE/58	HIGH PRESSURE	KARCHER			BAIK	-
5	CF1/10/HPOL/60	HAND POLISHER	SP			BAIK	-
6	CF1/13/BATTHT/61	BATTERY HT	MOTOROLLA			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/49/KOMP/62	COMPUTER SET AREA	LG			BAIK	-
8	CF1/46/PRNT/63	PRINTER	EPSON			BAIK	-