

LAPORAN BULANAN CLEANING SERVICE



Proyek :

**BREWERKS CAFE, Q BILIARD, PESTO SPINCITY AND
SLICE OF HEAVEN @ THE BREEZE**

Periode :

OKTOBER 2024

Disusun Oleh :

**MAULANA HARWAIS
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 (%)
5	0	0	0	0	5	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	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
2	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
3	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
4	Oct-24	3	3	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	5	5	5	100%	0	0	0%	0	0%
5	Oct-24	3	3	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	5	5	5	100%	0	0	0%	0	0%
6	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
7	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
8	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
9	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
10	Oct-24	2	2	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
11	Oct-24	3	3	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	5	5	5	100%	0	0	0%	0	0%

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

25	Oct-24	3	2	0	0	1	0	0	0	0	0	0	0	2	2	0	0	0	0	0	5	5	4	80%	0	1	20%	1	20%
26	Oct-24	3	3	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	5	5	5	100%	0	0	0%	0	0%
27	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
28	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
29	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
30	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%
31	Oct-24	2	2	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	1	4	5	4	100%	0	0	0%	0	0%



LAPORAN TABEL PERIODIK





LAPORAN VISUALISASI PERIODIK





LAPORAN MESIN



No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - KOKAS-LOSP-0001	LOW SPEED POLISHER	LAVOR			BAIK	-
2	CF1 - KOKAS-LOSP-0001	LOW SPEED POLISHER	LAVOR			BAIK	-
3	CF1 - VC30-2020-XII-0114	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-