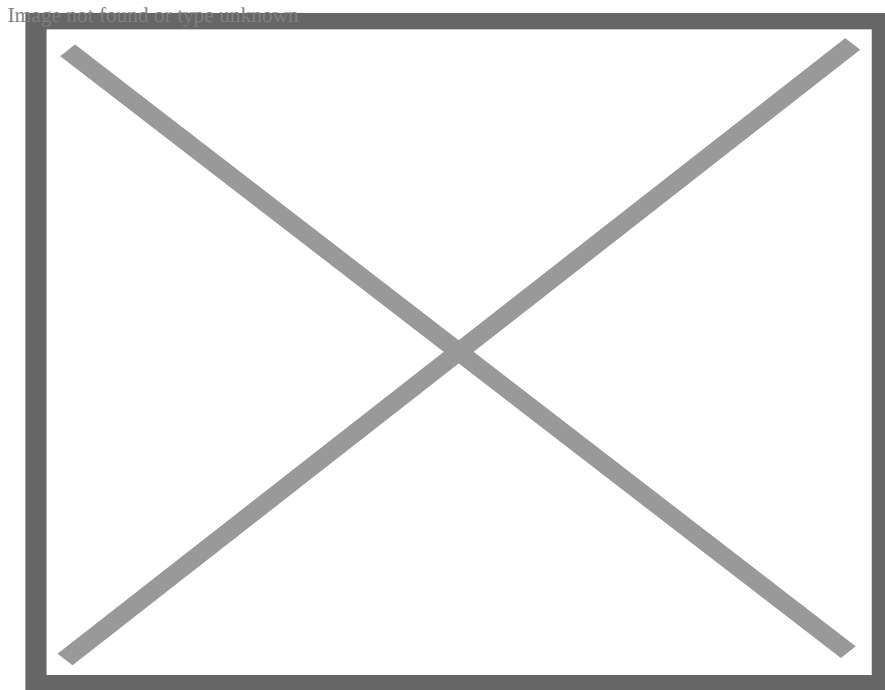


LAPORAN BULANAN CLEANING SERVICE



Proyek :

MAL ARTHA GADING - FOODCOURT

Periode :

OKTOBER 2024

Disusun Oleh :

JEFRI SIMAJUNTAK
CS-SUPERVISOR



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 (%)
24	0	0	0	0	24	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

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	1022424	FAISAL	CLEANER	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM
2	1025073	ACHMAD CHO	CLEANER	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	HS	HS	HS	HS	HS	OFF
3	1028834	AHMAD AMIN	CLEANER	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	HP	HP	HP	OFF	HP
4	1029261	RAQA HADE	CLEANER	OFF	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
5	1029324	ROSDIANSYA	CLEANER	HP	OFF	HP	MD1	MD1	MD1	OFF	HP	HP	HP	MD1	MD1	MD1	OFF	HP	HP	HP	MD1	MD1	MD1	OFF	HP	HP	HP	MD1	MD1	MD1	OFF	HP	HP	HP
6	1030460	DIO ARMEND	CLEANER	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	HP	OFF
7	1030463	FANDI SAPU	CLEANER	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	HP	OFF
8	1030061	KUKUH FIRM	CLEANER	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	HP	HP	OFF
9	1031705	AZKIATUL F	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF
10	1032808	SINDI PERD	CLEANER	HS	OFF	HS	MD1	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	HM	OFF
11	1032850	ROY SHANDI	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	HP	OFF	HP	HP
12	1033494	RIFKY ASHA	CLEANER	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	HP	HP	HP	OFF	HP	OFF
13	1033532	RIFKY FIRM	CLEANER	HM	HM	OFF	MD1	MD1	MD1	HP	HM	HM	OFF	MD1	MD1	MD1	HP	HM	HM	OFF	MD1	MD1	MD1	HP	HM	HM	OFF	MD1	MD1	MD1	HP	HM	HM	OFF
14	1034476	SILVA GREN	CS-ADMIN	HP	HP	OFF	HP	MD1	HP	HP	HP	HP	HP	HP	MD1	MD1	HP	HP	HP	OFF	HP	MD1	MD1	HP	HP	HP	OFF	HP	MD1	MD1	HP	HP	HP	OFF
15	1036586	ARIFIN NUR	CLEANER	OFF	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
16	1037391	WARDANI	CLEANER	HS	OFF	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
17	1037682	ILHAM ARIA	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
18	1038562	FACHRY ALF	CLEANER	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	HP	HP	HP	OFF	HP	HP
19	1039040	MUHAMMAD Z	CLEANER	HS	HS	OFF	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	OFF
20	1039476	ARIA RIZKI	CLEANER																															
21	1039543	SONI WIBOW	CLEANER	HM	OFF	HM	HM	MD1	MD1	HS	HS	OFF	HS	MD1	MD1	MD1	HS	HS	OFF	HS	MD1	MD1	MD1	HS	HS	OFF	HS	MD1	MD1	MD1	HS	HS	OFF	HS
22	1039663	ERIK SUHEN	CLEANER	OFF	HS	HP	MD1	MD1	MD1	HP	OFF	HS	HP	MD1	MD1	MD1	HP	OFF	HS	HP	MD1	MD1	MD1	HP	OFF	HS	HP	MD1	MD1	MD1	HP	OFF	HS	HP
Total MP Shift Pagi:				7	6	7	12	12	12	9	7	7	8	12	12	12	9	7	7	7	12	12	12	9	7	7	7	12	12	12	9	7	7	6
Total MP Shift Siang:				6	6	6	7	7	7	7	6	6	6	7	7	7	7	6	6	6	7	7	7	7	6	6	6	7	7	7	7	6	6	6
Total MP Shift Malam:				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total MP Libur:				6	7	6	0	0	0	3	6	6	5	0	0	0	3	6	6	6	0	0	0	3	6	6	6	0	0	0	3	6	6	7
Total MP :				21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21

PENGAWAS

[illegible]

[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	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
2	Oct-24	6	6	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	8	15	23	15	100%	0	0	0%	0	0%
3	Oct-24	8	8	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	6	17	23	17	100%	0	0	0%	0	0%
4	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
5	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
6	Oct-24	13	12	0	0	1	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	22	96%	0	1	4%	1	4%
7	Oct-24	10	10	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	3	20	23	20	100%	0	0	0%	0	0%
8	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
9	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
10	Oct-24	9	9	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	5	18	23	18	100%	0	0	0%	0	0%
11	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%

12	Oct-24	13	12	0	0	1	0	8	7	0	0	1	0	2	2	0	0	0	0	0	23	23	21	91%	0	2	9%	2	9%
13	Oct-24	13	12	0	0	1	0	8	7	0	0	1	0	2	2	0	0	0	0	0	23	23	21	91%	0	2	9%	2	9%
14	Oct-24	10	10	0	0	0	0	8	7	0	0	1	0	2	2	0	0	0	0	3	20	23	19	95%	0	1	5%	1	5%
15	Oct-24	7	7	0	0	0	0	7	6	0	0	1	1	2	2	0	0	0	0	7	16	23	15	94%	1	1	6%	0	0%
16	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
17	Oct-24	8	8	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	6	17	23	17	100%	0	0	0%	0	0%
18	Oct-24	13	12	0	0	1	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	22	96%	0	1	4%	1	4%
19	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
20	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
21	Oct-24	10	10	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	3	20	23	20	100%	0	0	0%	0	0%
22	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
23	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	1	0	0	1	1	7	16	23	15	94%	1	1	6%	0	0%
24	Oct-24	8	8	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	6	17	23	17	100%	0	0	0%	0	0%

25	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
26	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
27	Oct-24	13	13	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	0	23	23	23	100%	0	0	0%	0	0%
28	Oct-24	10	10	0	0	0	0	8	8	0	0	0	0	2	2	0	0	0	0	3	20	23	20	100%	0	0	0%	0	0%
29	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	16	100%	0	0	0%	0	0%
30	Oct-24	7	6	0	0	1	0	7	7	0	0	0	0	2	2	0	0	0	0	7	16	23	15	94%	0	1	6%	1	6%
31	Oct-24	7	7	0	0	0	0	7	7	0	0	0	0	2	2	0	0	0	0	6	16	22	16	100%	0	0	0%	0	0%



LAPORAN TABEL PERIODIK





LAPORAN VISUALISASI PERIODIK

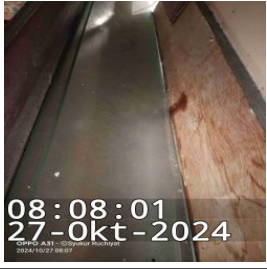
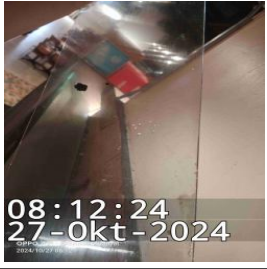


No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	13-10-2024	ZONA 1	HIGH DUSTING	PIPA PLUMBING	 08:22:57 13-Okt-2024	 08:24:14 13-Okt-2024	 08:25:33 13-Okt-2024
2	13-10-2024	ZONA 2	HIGH DUSTING	PIPA PLUMBING	 08:18:07 13-Okt-2024	 08:19:05 13-Okt-2024	 08:20:52 13-Okt-2024
3	13-10-2024	ZONA 3	HIGH DUSTING	PIPA PLUMBING	 08:12:47 13-Okt-2024	 08:13:44 13-Okt-2024	 08:15:40 13-Okt-2024
4	13-10-2024	KORIDOR TENANT	SPOTTING	DINDING	 22:03:04 13-Okt-2024	 22:03:43 13-Okt-2024	 22:04:50 13-Okt-2024
5	13-10-2024	AREA DISHWASING	SPOTTING	DINDING	 22:05:37 13-Okt-2024	 22:06:08 13-Okt-2024	 22:07:42 13-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-10-2024	ZONA 1	HIGH DUSTING	SPIEKER	 08:14:28 18-Okt-2024	 08:14:53 18-Okt-2024	 08:15:42 18-Okt-2024
2	18-10-2024	ZONA 2	HIGH DUSTING	SPIEKER	 08:16:56 18-Okt-2024	 08:17:25 18-Okt-2024	 08:18:00 18-Okt-2024
3	18-10-2024	ZONA 3	WASHING	LANTAI MOZAIK	 23:08:01 18-Okt-2024	 23:13:58 18-Okt-2024	 23:21:15 18-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-10-2024	ZONA 1	WIPE CLEAN	STATION STAINLESS			
2	19-10-2024	ZONA 2	WASHING	LANTAI MOZAIK			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-10-2024	ZONA 1	SPOTTING	DINDING	 08:07:39 26-Okt-2024	 08:09:43 26-Okt-2024	 08:10:22 26-Okt-2024
2	26-10-2024	ZONA 2	SPOTTING	DINDING	 08:17:08 26-Okt-2024	 08:17:25 26-Okt-2024	 08:18:06 26-Okt-2024
3	26-10-2024	ZONA 3	HIGH DUSTING	KACA DALAM PILAR	 08:25:16 26-Okt-2024	 08:26:22 26-Okt-2024	 08:27:46 26-Okt-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-10-2024	ZONA 1	HIGH DUSTING	KACA DALAM PILAR			
2	27-10-2024	ZONA 2	HIGH DUSTING	KACA DALAM PILAR			
3	27-10-2024	ZONA 3	HIGH DUSTING	SPIEKER			



LAPORAN MESIN



No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - 001	LOW SPEED POLISHER	GOLDIE			BAIK	-
2	CF1 - 001	LOW SPEED POLISHER	GOLDIE			-	RUSAK
3	CF1 - 001	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1 - XAGK656463	PRINTER	EPSON			-	RUSAK