

LAPORAN BULANAN CLEANING SERVICE

Proyek :
MENARA BANK DANAMON



Periode :

OKTOBER 2024

Disusun Oleh :

ANGGI KABULLAH ASMAN

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 MENARA BANK DANAMON

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 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	1012973	MULYANA	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HS1	HS1	HS1	HS
2	1021118	YOKE JAYAN	CLEANER	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3
3	1024960	MAEMUNAH	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
4	1025734	AGUNG SUBA	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HS1	WD	OFF	HP 2	HP 2	HP 2	HP 2
5	1025910	FEBRYAN IR	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
6	1027131	RAFLI EFEN	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
7	1027833	DELA SUPAH	CLEANER	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3
8	1028528	AFIF SOLIK	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
9	1029345	AHMAD MUJ	CS-JR_CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
10	1029664	FALDI KURN	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
11	1029900	ACEP IRHAM	CS-GONDOLA	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
12	1029901	ARSLIH	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
13	1029903	UJANG KOSI	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
14	1029905	MUHAMMAD Y	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
15	1029906	PARNO	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
16	1029907	NOVA RIZAL	CLEANER	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
17	1029908	SITI NURJA	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
18	1029909	FARAH DINA	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
19	1029910	SUKAINAH	CS-BUTLER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
20	1029911	TRISNAWATI	CLEANER	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3
21	1029912	RIYANTO	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
22	1029913	ACEP SAPUT	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
23	1029914	JAYADI	CS-BUTLER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
24	1029915	BUDIYANTO	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
25	1029916	JOKO PERMA	CS-BUTLER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
26	1029917	ARI SETIAN	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2
27	1029918	SETIA BUDI	CS-BUTLER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
28	1029919	MUH OPIK S	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
29	1029920	SUYANTI	CS-BUTLER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
30	1029921	HERI HERIY	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
31	1029922	KUDIRJA	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
32	1029923	CHAERUL AN	CS_SENIOR_CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HP 2	WD	OFF	HS1	HS1	HS1	HS1
33	1029924	RENDRA HER	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
34	1029925	IBNU FAIZ	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
35	1029926	ZAHRA HANI	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
36	1029928	ARDI JUWAN	CS-OFFICE_BOY/GIRL	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
37	1029929	SAIFULLAH	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
38	1029930	ANGGA AJIS	CLEANER	HM2	HM2	HM2	HM2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
39	1029931	TITI ZAHRO	CLEANER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
40	1029932	MAULANA	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
41	1029934	BURHAN SIR	CS-OFFICE_BOY/GIRL	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
42	1029936	PAYUMI	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1

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
43	1029937	ZULKARNAIN	CS-OFFICE_BOY/GIRL	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
44	1031563	ENDAH UTAR	CLEANER	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	OFF	MD1	MD1
45	1033609	ANWAR SADA	CLEANER	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2
46	1034694	SUSANTI	CLEANER	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	MD3	WD	OFF	HP 2	MD3	MD3	MD3
47	1035265	HANIF NURH	CS-GONDOLA	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
48	1039054	ARIF SAHRO	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
49	1039606	DIDIK HERM	CS-GONDOLA	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2
50	1039619	M PAUZI	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HP 2	HP 2	HP 2	HP 2
51	1039837	ILHAM MUHA	CLEANER	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1
Total MP Shift Pagi:				34	34	34	34	0	0	34	34	34	34	34	0	0	34	34	34	34	34	0	0	34	34	34	34	34	0	0	34	33	34	34
Total MP Shift Siang:				15	15	15	15	0	0	15	15	15	15	15	0	0	15	15	15	15	15	0	0	15	15	15	15	15	0	0	15	15	15	15
Total MP Shift Malam:				2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2
Total MP Libur:				0	0	0	0	29	29	0	0	0	0	0	28	30	0	0	0	0	0	29	29	0	0	0	0	0	9	49	0	1		
Total MP :				51	51	51	51	29	31	51	51	51	51	51	28	32	51	51	51	51	51	29	31	51	51	51	51	51	9	51	51	51	51	51

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	1022534	EGA SAPTO	CS-LEADER	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2		
2	1023085	ANGGI KABU	CS-SUPERVISOR	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2		
Total MP Shift Pagi:				2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2		
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	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0					
Total MP :				2	2	2	2	1	1	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	