

LAPORAN BULANAN CLEANING SERVICE

Proyek :
THE PINNACLE APARTMENT



Periode :

OKTOBER 2025

Disusun Oleh :

NICOLOUS ROSSI FON SANDO

CS-LEADER

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 PINNACLE APARTMENT

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

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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	5005993	ANDRE AGUNG RIAN TO	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HP	OFF	HS	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	
2	5005999	OKTRINA NILAMSARI	CLEANER	HS	HS	HP	HP	HS	HS	OFF	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS	HS	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS
3	5007069	ARSWENDO ALDI WIJANARKO	CLEANER	HP	OFF	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS
4	5007617	HAYIM MURTADHO	CLEANER	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS
5	5009233	SATRIYO WINDU AJI	CLEANER	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HM	HM	HM	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HS	HP	HP	HP
6	5009944	LUTHFI CHANIF	CS-GARDENER	HS	HS	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HM	HM	HM	HM	HM	HM	HM
7	5010390	AGNES NUR ASFIANI	CLEANER	OFF	HP	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP
8	5011018	ANANTA PRIAMBADA	CLEANER	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HM	HM	HM	HM	HM	OFF	HS	HS	HP	HP	HP	HP	HP
9	5011141	AHMAD ZAZRI	CLEANER	HP	HP	HP	OFF	HS	HM	HM	HM	HM	HM	HM	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS
10	5007070	IDHAM FANANI	CS-GARDENER	HP																															
11	5008463	SLAMET KUSRIYANTO	CLEANER	HP																															
12	5011597	FAJAR ARDIYANTO	CLEANER	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	OFF	HP
13	5011611	IDHAM FANANI	CS-GARDENER							HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	OFF	HP	HP
Total MP Shift Pagi:				7	4	4	3	3	5	6	5	5	5	4	3	6	6	6	5	5	5	3	6	6	6	5	5	4	3	5	6	6	4	5	
Total MP Shift Siang:				3	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	3	4
Total MP Shift Malam:				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	2	1	1	1	1	1	1
Total MP Libur:				1	2	1	2	2	1	1	2	2	1	2	3	1	1	1	1	2	1	1	3	1	1	1	2	1	2	2	2	1	1	3	1
Total MP :				12	10	10	10	10	10	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11

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	5006777	NICOLAUS ROSSI FONSANDO	CS-LEADER	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP
Total MP Shift Pagi:				0	1	1	1	1	0	0	0	1	1	1	1	0	0	0	1	1	1	1	0	0	0	1	1	1	1	0	0		1	1



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	5005993	CLEANER	H	H	H	H	O	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	26	0	0	1	5	0	0	0	-	
	ANDRE AGUNG RIAN TO																																										
2	5005999	CLEANER	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	IR	H	H	H	H	H	H	O	H	H	H	H	27	0	0	1	3	0	0	1	-	
	OKTRINA NILAMSARI		g																																								
3	5006777	CS-LEADER	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	H	H	27	0	0	0	4	0	0	0	-	
	NICOLOUS ROSSI FONSANDO																																										
4	5007069	CLEANER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	I	H	H	H	H	H	O	H	H	25	1	0	2	5	0	0	0	-	
	ARSWENDO ALDI WIJANARKO				G																																						
5	5007070	CS-GARDENER	A																															0	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET	
	IDHAM FANANI																																										
6	5007617	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	0	5	0	0	0	-	
	HAYIM MURTADHO																																										
7	5008463	CLEANER	A																															0	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET	
	SLAMET KUSRIYANTO																																										
8	5009233	CLEANER	H	H	H	H	H	O	H	H	H	H	H	O	H	H	I	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	26	1	0	2	4	0	0	0	-	
	SATRIYO WINDU AJI			G		G																																					
9	5009944	CS-GARDENER	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	IR	H	H	H	A	H	25	0	1	2	4	0	0	1	-	

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			
	LUTHFI CHANIF		G	G																																									
10	5010390	CLEANER	O	I	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	I	H	H	H	H	H	O	H	H	H	24	2	0	1	5	0	0	0	-			
	AGNES NUR ASFIANI					G																																							
11	5011018	CLEANER	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	A	H	H	H	O	H	H	H	H	H	H	h	26	0	1	3	4	0	0	0	-		
	ANANTA PRIAMBADA			G	G																																								
12	5011141	CLEANER	H	H	I	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	I	H	H	H	h	25	2	0	2	4	0	0	0	-			
	AHMAD ZAZRI						g										G																												
13	5011597	CLEANER	A	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	O	H	25	0	1	2	5	0	0	0	-			
	FAJAR ARDIYANTO																																												
14	5011611	CS- GARDENER	□	□	□	□	□	□	H	H	H	H	h	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	O	H	21	0	0	0	4	0	0	0	-			
	IDHAM FANANI																																												
Total :																																					303	6	5	16	52	0	0	2	

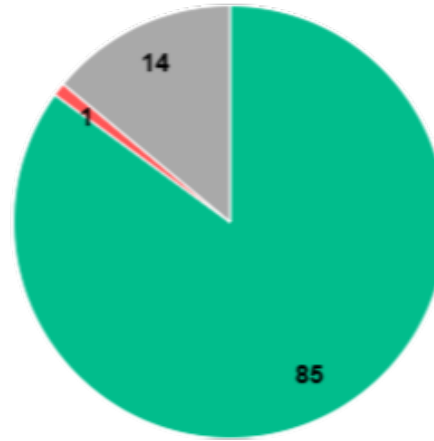
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	UMAR		Nama
	2025-10-16 11:16:35	2025-10-17 17:25:53	Tgl	Tgl

TOTAL JADWAL : 376 MP

HADIR : 319 MP

OFF : 52 MP

TIDAK HADIR : 5 MP



Monthly : October





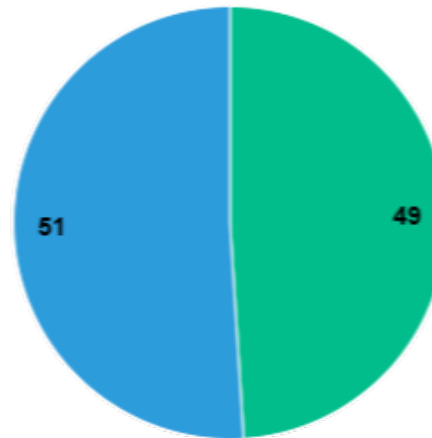
LAPORAN TABEL PERIODIK

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							
							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	JM			SB	MG	SN	SL	RB	KM	JM
							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	P	A	P	A
LOBBY AREA																																														
1	GC RESTROOM LOBBY	GENERAL CLEANING	0	4	0	0			P	A						P	A						P						P									4	2							
2	GLASSING AREA LOBBY	GLASS CLEANING	0	4	0	0	P	A						P	A						P												P					4	2							
3	CEILLING DRIVE IN/OUT	REMOVE ON COBWEB	0	2	0	0		P	A													P																2	1							
4	WASHING STANDING ASHTRAY	WASHING	0	2	0	0						P	A																			P						2	1							
5	LANTAI MARMER LOBBY	SCRUBBING	0	3	0	0				P	A						P	A												P								3	2							
CORIDOR APARTMENT																																														
1	GLASSING KACA KORIDOR	GLASS CLEANING	0	4	0	0			P	A						P	A						P						P									4	2							
2	LANTAI KORIDOR	SCRUBBING	0	4	0	0	P	A						P	A						P												P					4	2							
3	WASHING FLOOR GARBAGE KORIDOR	WASHING	0	2	0	0		P	A													P																2	1							
4	CEILLING KORIDOR	REMOVE ON COBWEB	0	2	0	0									P	A												P										2	1							
BASEMENT GASTRO																																														
1	RUANG SERVER P1 DAN GROUND	GENERAL CLEANING	0	0	1	0									P	A																					1	1								
2	CEILLING BASEMENT	REMOVE ON COBWEB	0	2	0	0		P	A																									P			2	1								
3	RUANG STP	GENERAL CLEANING	0	0	1	0				P	A																										1	1								
4	RUANG HYDRANT	GENERAL CLEANING	0	0	1	0											P	A																			1	1								
5	RESTROOM BASEMENT/GASTRO	GENERAL CLEANING	0	2	0	0					P	A																				P					2	1								
6	WALL CLEANING BASEMENT/GASTRO	WALL CLEANING	0	4	0	0			P	A						P	A						P						P								4	2								
7	GLASS CLEANING	GLASS CLEANING	0	2	0	0		P	A													P															2	1								
ROOFTOP 23 24																																														
1	RUANG RWT LT23	GENERAL CLEANING	0	0	1	0																	P														1	0								
2	RUANG POMPA LT23	GENERAL CLEANING	0	0	1	0																												P		1	0									
3	RESTROOM 23 24	GENERAL CLEANING	0	4	0	0			P	A						P	A						P					P									4	2								
4	GLASSING RUANG GYM	GLASS CLEANING	0	2	0	0												P						P												2	0									

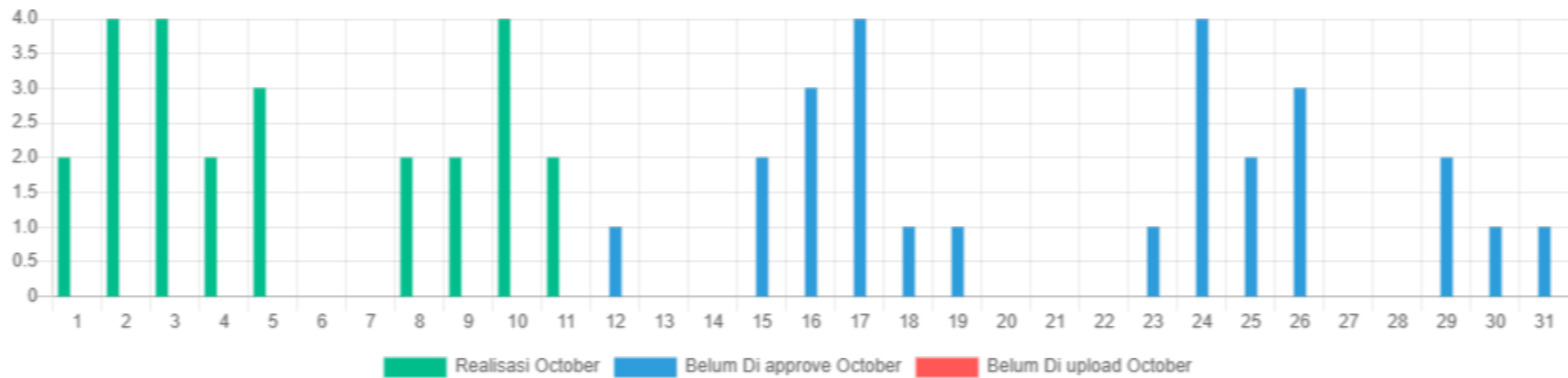
[illegible]

Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi
X	: Tidak Terealisasi

PEKERJAAN : 51
REALISASI : 25
 DIALIHKAN : 0
BELUM APPROVE : 26
BELUM UPLOAD : 0



Monthly : October





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
10	2	0	0	2	10	20.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	5008463	SLAMET KUSRIYAN	CLEANER	DIPULANGKAN KE HO	2025-10- 02	-	-
2	5007070	IDHAM FANANI	CS-GARDENER	DIPULANGKAN KE HO	2025-10- 02	-	-
MP BARU							
1	5011597	FAJAR ARDIYANTO	CLEANER	MP BARU	-	2025-10- 02	-
2	5011611	IDHAM FANANI	CS-GARDENER	MP BARU	-	2025-10- 06	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 4 MP

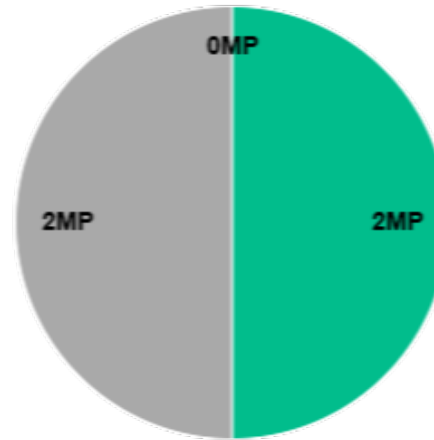
NEW : 2 MP

RESIGN : 2 MP

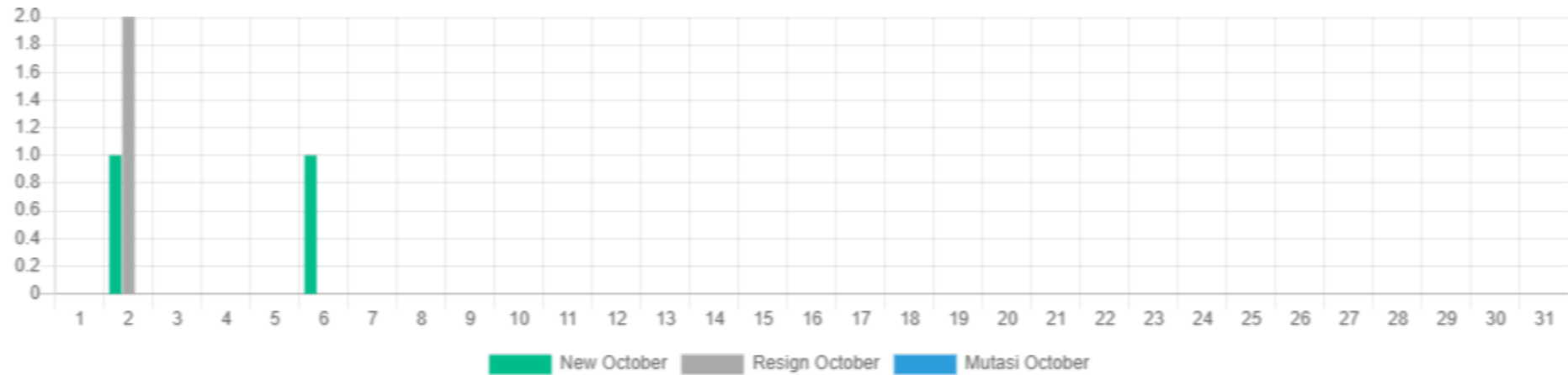
MUTASI : 0 MP

Pengawas : 0

CSO : 4



Monthly : October





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5/3/VC30/4071	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
2	CF5/10/HPOL/4072	HAND POLISHER	SP			BAIK	-
3	CF5/59/HPRE/4073	HIGH PRESSURE	ROTANO			BAIK	-
4	CF5/59/LOSP/4074	LOW SPEED POLISHER	ROTANO			BAIK	-