KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung D BOTANICA BANDUNG

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.

careFAST
NATIONAL CLEANING COMPANY

DAFTAR ISI

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN REKAP ABSENSI

careFAST
NATIONAL CLEANING COMPANY

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	2003161	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	O	H	H	H	H	27	0	0	0	4	0	0	0	-
	DINI LASMINI																																									
2	2003396	CLEANER	H	H	I	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	26	1	0	1	4	0	0	0	-
	ATOILAH SOLAHUDIN AZMI					G																																				
3	2003401	CS-LEADER	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	H	26	0	0	1	5	0	0	0	-
	DESY AGUSTIN ARYANTI																																									
4	2003402	CLEANER	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	H	27	0	0	0	4	0	0	0	-
	EFFENDI DWI SUTANTO																																									
5	2003404	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	11	0	0	0	2	0	0	0	-
	ERRY ERIANTO																																									
6	2003409	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	I	SR	H	H	H	O	H	H	24	1	0	2	5	0	1	0	-
	MUHAMMAD FIQRI															G																										
7	2003410	CLEANER	O	H	H	H	H	H	H	O	H	H	H	I	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	25	1	0	1	5	0	0	0	-
	NENDI SUPRIAN																																									
8	2003413	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	-
	RICKY AFEIF HERWANTHO																																									
9	2003428	CS-SUPERVISOR	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	H	H	26	0	0	0	5	0	0	0	-
	SUPRIATNA																																									

careFAST
NATIONAL CLEANING COMPANY

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
10	2003431	CS-LEADER	H	H	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	27	0	0	0	4	0	0	0	-
	REXI NOVICE																																									
11	2003453	CLEANER	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	H	27	0	0	0	4	0	0	0	-
	ABDAN SYAKURO																																									
12	2003457	CLEANER	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	O	26	0	0	0	5	0	0	0	-
	SITI ATISAH																																									
13	2003497	CLEANER	H	O	H	S	H	H	H	h	O	S	A	A	A	h	A	O	A	A	A	A	A	A	O	A	A	A	A	A	A	O	A	7	0	17	0	5	2	0	0	-
	ASRI WULANDARI																																									
14	2003498	CLEANER	h	H	H	I	H	O	I	H	H	H	H	H	O	H	H	H	H	H	S	O	H	H	H	H	H	H	O	I	I	H	H	22	4	0	2	4	1	0	0	-
	ARIZAL LULOH				G					G																																
15	2003499	CLEANER	H	H	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	H	H	H	H	27	0	0	0	4	0	0	0	-
	AGUNG NUGRAHA																																									
16	2003531	CLEANER	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	H	H	H	27	0	0	0	4	0	0	0	-
	SUSANTI																																									
17	2003533	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	-
	ARIS KUSDIAN																																									
18	2003576	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	S	H	H	H	O	H	h	H	H	O	H	H	25	0	0	2	5	1	0	0	-
	ANGGI PUJI SANDIANA																																									
19	2003592	CLEANER	H	H	H	H	H	O	H	I	h	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	27	1	0	3	3	0	0	0	-

careFAST
NATIONAL CLEANING COMPANY

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
	AZHAR LASAMBU								-																																	
20	2003602	CLEANER	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	O	26	0	0	0	5	0	0	0	-
	MIA AUDINA																																									
21	2003635	CLEANER	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	O	H	H	H	H	26	0	0	0	5	0	0	0	-
	SISKA AMELIA																																									
22	2003636	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	I	O	H	H	H	H	H	H	H	H	O	25	1	0	1	5	0	0	0	-
	YOSEF ABDUL HOLIK																																									
23	2003666	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	S	25	0	0	1	5	1	0	0	-
	YOGA NUGRAHA																																									
24	2003683	CLEANER	H	H	H	H	h	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	h	S	H	H	H	H	H	O	H	26	0	0	0	4	1	0	0	-
	BELLA FISKA																																									
25	2003721	CLEANER	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	H	27	0	0	0	4	0	0	0	-
	SEPTIADI																																									
26	2003855	CLEANER	H	H	H	H	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	27	0	0	0	4	0	0	0	-
	YUNI SALASWATI																																									
27	2003857	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	IR	H	H	O	H	H	O	H	H	H	h	H	H	H	H	H	H	O	25	0	0	0	5	0	0	1	-
	ZAENAL SETIAWAN																																									
28	2003952	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	-
	CECEP SAPRUDIN																																									

careFAST
NATIONAL CLEANING COMPANY

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
29	2003965	CLEANER	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	H	H	H	H	O	25	1	0	4	5	0	0	0	-
	AHMAD JAKARIA					G								G																												
30	2004039	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	IR	O	H	H	25	0	0	0	5	0	0	1	-
	TISNA																																									
31	2004265	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	25	0	0	1	4	0	0	0	-
	MUHAMMAD ROHMATTULOH											G																														
32	2004276	CLEANER	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	H	H	H	H	H	O	A	A	A	A	A	A	O	A	A	A	A	A	A	O	A	5	0	13	0	3	0	0	0	-
	YESI PURNAMASARI YUSI																																									
33	2004287	CLEANER	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	H	H	H	O	H	H	H	H	A	O	H	H	H	H	h	H	O	H	14	0	1	2	3	0	0	0	-
	ISMA ROSMAWATI																																									
Total :																																		786	10	31	21	144	6	1	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	ADE ANA	UMAR		Nama
	2025-10-16 08:59:10	2025-10-17 11:02:51	Tgl	Tgl

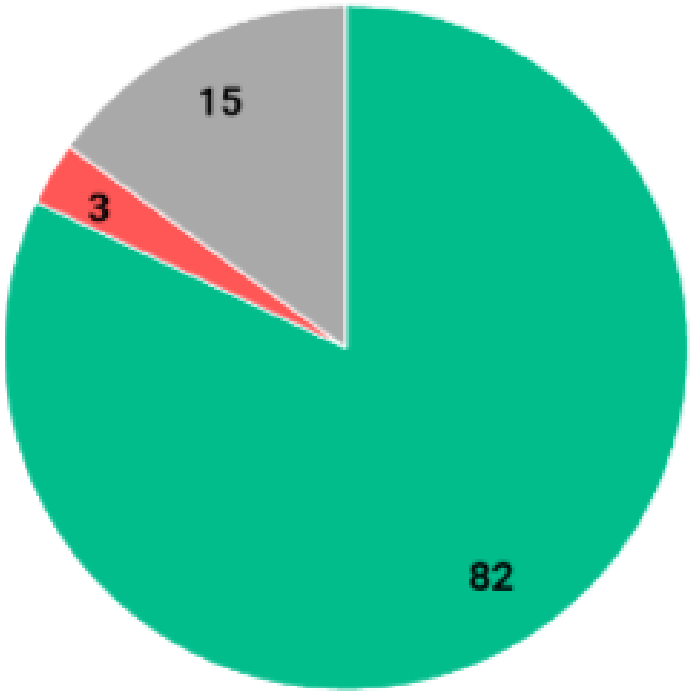
PERSENTASI REKAP ABSENSI

TOTAL JADWAL : 995 MP

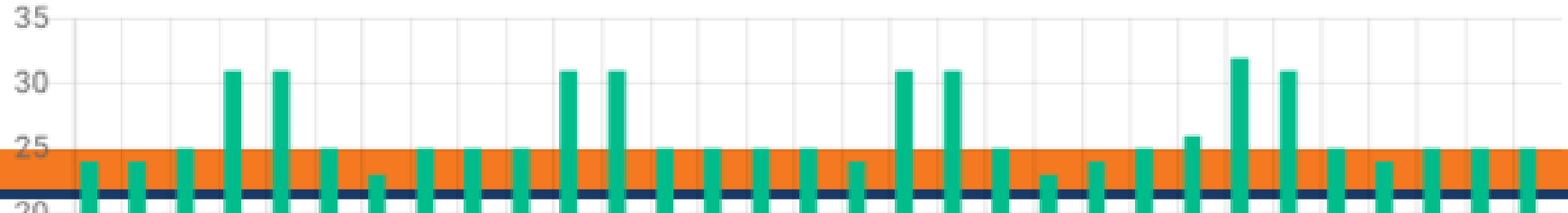
HADIR : 816 MP

OFF : 146 MP

TIDAK HADIR : 32 MP



Monthly : October



LAPORAN TABEL PERIODIK

careFAST
NATIONAL CLEANING COMPANY

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				
							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	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		
	LANTAI 1																																																																							
1	KACA-KACA	GLASS CLEANING	0	3	0	0	P	A	P	A																																							P	A															3	3	
2	PLAPOND	R.O.C	0	2	0	0					P	A									P	X																																											2	1	
3	LANTAI KERAMIK FC	WASHING	0	2	0	0																			P	A																							P	A															2	2	
4	TREATMENT ATRIFICIAL	GENERAL CLEANING	0	2	0	0	P	A	P	A																																																						2	2	
5	SIGNATE AREA	DUSTING	0	2	0	0					P	A																									P	A																											2	2	
6	TOILET CLEANING	GENERAL CLEANING	0	3	0	0							P	A																	P																		P	A															3	2	
7	KARPET SINTESIS	VACUMING	0	3	0	0	P	A																									P	A	P	A																													3	3	
8	BOTH TENAN	DUSTING	0	2	0	0																													P	A							P	A																					2	2	
	GF																																																																					
1	KACA-KACA	GLASS CLEANING	0	3	0	0					P	A																																			P	A	P	A															3	3	
2	PLAPOND	R.O.C	0	3	0	0																													P	A																					P	A	P	A					3	3	
3	TOILET CLEANING	GENERAL CLEANING	0	3	0	0													P	A											P																															P	A			3	2	
4	KARPET SINTESIS	VACUMING	0	2	0	0																													P	A			P	A																									2	2	
	LGF																																																																				
1	KACA-KACA	GLASS CLEANING	0	2	0	0																	P	A																					P																					2	1	
2	PLAPOND	R.O.C	0	2	0	0															P	X																							P																					2	0	
3	TEMPAT SAMPAH	WASHING	0	2	0	0					P	A																							P	A																													2	2	
4	KACA ATAS LOBY MONSTERA	GLASS CLEANING	0	0	2	0	P	A																																					P	A																			2	2	
5	PARKIRAN	BRUSHING	0	1	0	0																			P	A																																					1	1	
6	TOILET CLEANING	GENERAL CLEANING	0	2	0	0													P	A																	P	A																									2	2	
	SB																																																																				
1	LANTAI KERAMIK	BRUSHING	0	2	0	0															P	X			P	A																																							2	1	
2	KACA-KACA	GLASS CLEANING	0	2	0	0																			P	A																					P	A																	2	2	
3	PLAPOND	R.O.C	0	2	0	0																																							P						P	A													2	1	
4	KANTOR OPS	GENERAL CLEANING	0	2	0	0											P																				P	A																									2	1	

LAPORAN TABEL PERIODIK

5	TOILET CLEANING	GENERAL CLEANING	0	2	0	0																											P	A															P	A																			2	2	
6	PIPA PLUMBING	R.O.C	0	2	0	0	P	A	P	A																																																													2	2	
7	TANAMAN ATRIFICIAL	DUSTING	0	2	0	0																									P								P	A																															2	1	
8	RUANG UTILITAS	GENERAL CLEANING	0	2	0	0																																																					P							P	A	2	1	
Total Rencana :							6		4		5		1		0		2		3		4		1		6		0		0		5		3		5		6		4		0		1		4		5		4		5		0		0		0		2		2		2		2		2				
Total Realisasi :								6		4		5		1		0		0		3		0		1		6		0		0		0		3		5		6		4		0		1		0		5		4		5		0		0		0		0		2		2		2		2	57	46	81%
Tidak Terealisasi :								0		0		0		0		0		0		0		4		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

PERSENTASI REALISASI PERIODIK

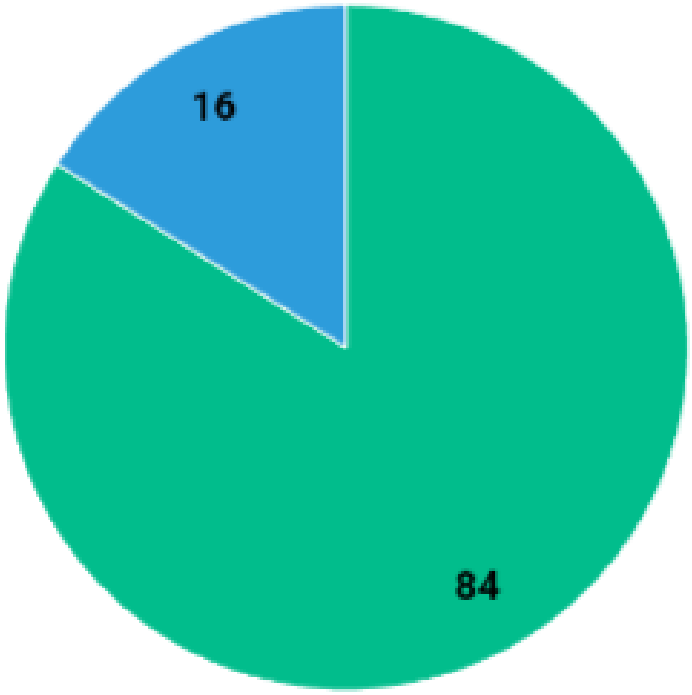
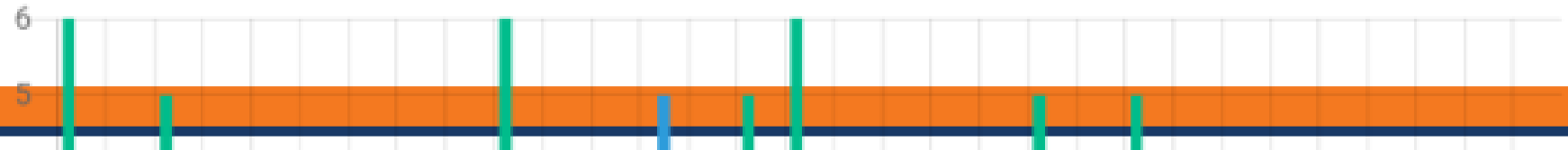
PEKERJAAN : 80

REALISASI : 67

DIALIHKAN : 0

BELUM APPROVE : 13

BELUM UPLOAD : 0



Monthly : October