

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PAPER.ID



Periode :
OKTOBER 2025

Disusun Oleh :
ANGGA KENCANA PUTRA
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 PAPER.ID

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 REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER

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	1040471	ERIS SETIAWAN	CLEANER	HS1	HP 1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HP	HP		
2	1040147	MIRDAWATI NINGSIH	CLEANER	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HP 1	OFF	WD	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS	HS	HS	HS
3	1040906	HARNI	CLEANER	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HS1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1
Total MP Shift Pagi:				1	2	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	2	2	1	1
Total MP Shift Siang:				2	1	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	1	1	1	1
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			
Total MP Libur:				0	0	0	2	1	0	0	0	0	0	2	1	0	0	0	0	0	2	1	0	0	0	0	0	0	3	0	0			
Total MP :				3	3	3	2	1	3	3	3	3	3	2	1	3	3	3	3	3	2	1	3	3	3	3	3	0	3	3	3	3	2	2

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	1021304	ANGGA KENCANA PUTRA	CS-LEADER	HP 1	HS1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	WD	OFF	HP 1	MD1	MD1	MD1	MD	
Total MP Shift Pagi:				1	0	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	
Total MP Shift Siang:				0	1	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				
Total MP Libur:				0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0			
Total MP :				1	1	1	0	1	1	1	1	1	0	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	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	1021304	CS-LEADER	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	H	27	0	0	0	4	0	0	0	-	
	ANGGA KENCANA PUTRA																																										
2	1040147	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	H	27	0	0	0	4	0	0	0	-		
	MIRDAWATI NINGSIH																																										
3	1040471	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	A	A	[]	A	23	0	3	0	4	0	0	0	-		
	ERIS SETIAWAN																																										
4	1040906	CLEANER	H	H	H	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	H	27	0	0	0	4	0	0	0	-		
	HARNI																																										
Total :																																		104	0	3	0	16	0	0	0		

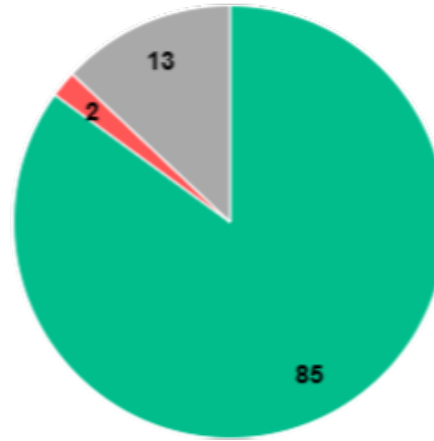
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	MUHAMMAD AMIR YAHYA	SUSAN		Nama
	2025-10-16 21:14:04	2025-10-17 15:57:36	Tgl	Tgl

TOTAL JADWAL : 122 MP

HADIR : 104 MP

OFF : 16 MP

TIDAK HADIR : 2 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						
							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
LANTAI 1																																											
1	LANTAI KORIDOR	WASHING	0	4	0	0						P	A						P	A						P	A						P	A				4	4				
2	LIFT PASSENGER	POLISHING	0	4	0	0							P	A						P	A						P	A						P	A				4	4			
3	HAND RAILING	POLISHING	0	5	0	0	P	A							P	A					P	A						P	A						P	A				5	5		
4	TANGGA ACCES	WALLCLEANING	0	5	0	0			P	A							P	A					P	A					P	A						P	A			5	5		
5	DINDING RECEPTIONIS	SPOTING	0	4	0	0						P	A						P	A						P	A						P	A					4	4			
6	KURSI	VACCUMING	0	3	0	0				P	A						P	A							P	A													3	3			
7	STANDING ASTRAY	SPOTING	0	5	0	0		P	A						P	A						P	A						P	A						P	A			5	5		
8	CEILING	HIGH DUSTING	0	5	0	0			P	A							P	A					P	A						P	A						P	A			5	5	
9	KACA HALAMAN	GLASS CLEANING	0	3	0	0				P	A						P	A						P	A														3	3			
10	KACA RUANG MEETING	GLASS CLEANING	0	3	0	0				P	A						P	A						P	A														3	3			
11	LANTAI LOBBY	WASHING	0	0	0	0																									P	X						1	0				
12	KARPET MUSHOLLAH	WASHING	0	0	0	0																										P	X						1	0			
LANTAI 2																																											
1	CEILING	HIGH DUSTING	0	4	0	0						P	A						P	A						P	A						P	A					4	4			
2	DINDING	WALLCLEANING	0	4	0	0							P	A						P	A						P	A						P	A					4	4		
3	BATU ALAM	SPOTING	0	4	0	0							P	A						P	A							P	A						P	A					4	4	
4	LIFT PASSENGER	POLISHING	0	5	0	0			P	A							P	A					P	A						P	A							P	A			5	5
5	TANGGA ACCES	GLASS CLEANING	0	5	0	0	P	A							P	A					P	A						P	A						P	A				5	5		
6	KARPET OFFICE	VACCUMING	0	5	0	0		P	A							P	A					P	A						P	A							P	A			5	5	
7	DINDING PILAR	SPOTING	0	5	0	0		P	A							P	A						P	A					P	A							P	A			5	5	
8	KURSI	VACCUMING	0	4	0	0						P	A							P	A						P	A							P	A				4	4		
LANTAI 3																																											
1	LIFT PASSENGER	POLISHING	0	5	0	0			P	A							P	A						P	A					P	A							P	A			5	5
2	HAND RAILING	POLISHING	0	3	0	0				P	A							P	A						P	A														3	3		
3	KURSI	VACCUMING	0	4	0	0						P	A							P	A						P	A												4	4		
LANTAI 4																																											
1	KORIDOR	WASHING	0	5	0	0	P	A							P	A						P	A					P	A							P	A				5	5	

2	KAP LAMPU	HIGH DUSTING	0	4	0	0														P	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													</
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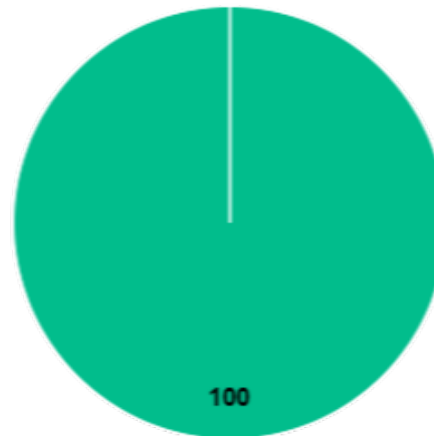
PEKERJAAN : 153

REALISASI : 153

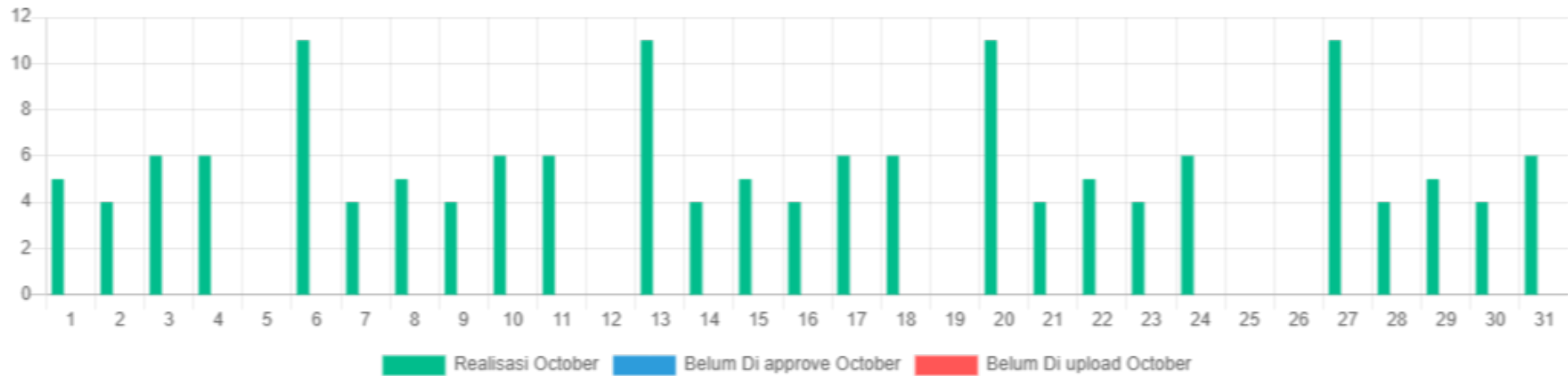
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0

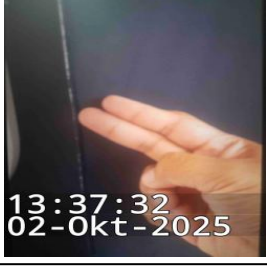
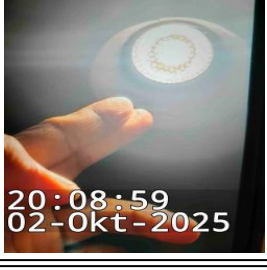


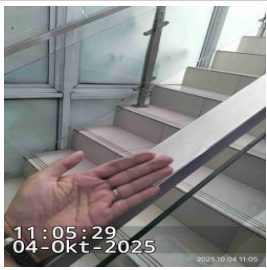
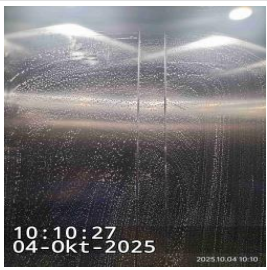
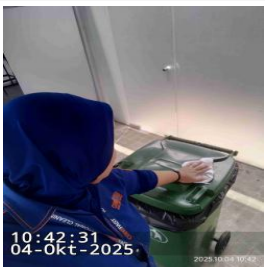
Monthly : October



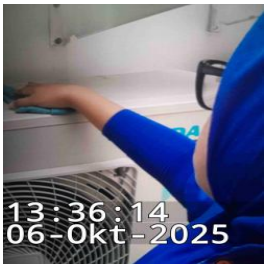
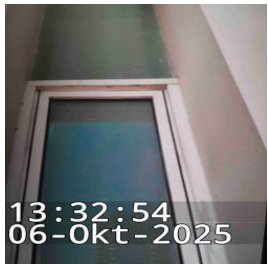
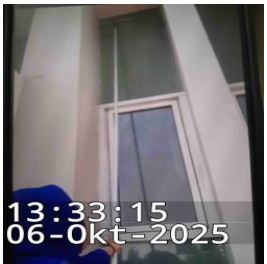


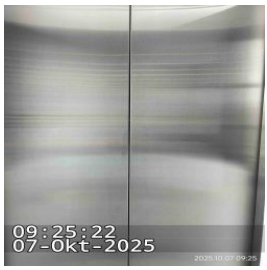
LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-10-2025	PAPER ID	SPOTING	STANDING ASTRAY	 20:08:31 02-Okt-2025	 20:07:14 02-Okt-2025	 20:07:31 02-Okt-2025
2	02-10-2025	PAPER ID	VACCUMING	KARPET OFFICE	 13:30:27 02-Okt-2025	 13:35:40 02-Okt-2025	 13:35:59 02-Okt-2025
3	02-10-2025	PAPER ID	SPOTING	DINDING PILAR	 13:37:32 02-Okt-2025	 13:38:12 02-Okt-2025	 13:40:12 02-Okt-2025
4	02-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 13:43:37 02-Okt-2025	 13:44:18 02-Okt-2025	 20:08:59 02-Okt-2025

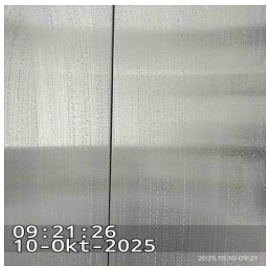
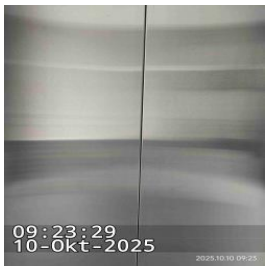
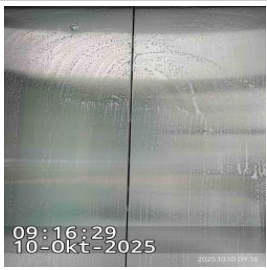
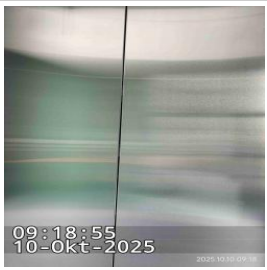
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-10-2025	PAPER ID	VACCUMING	KURSI			
2	04-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			
3	04-10-2025	PAPER ID	GLASS CLEANING	KACA RUANG MEETING			
4	04-10-2025	PAPER ID	POLISHING	HAND RAILING			
5	04-10-2025	PAPER ID	POLISHING	LIFT PASSENGER			
6	04-10-2025	PAPER ID	SPOTING	STANDING ASTRAY			

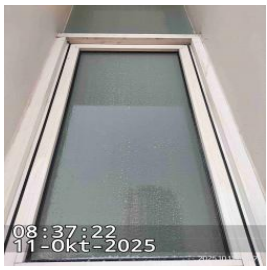
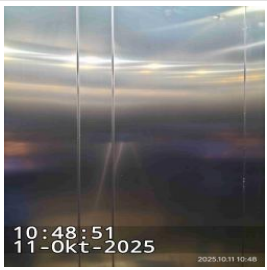
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-10-2025	PAPER ID	WASHING	LANTAI KORIDOR	 13:45:57 06-Okt-2025	 13:46:11 06-Okt-2025	 13:46:33 06-Okt-2025
2	06-10-2025	PAPER ID	SPOTING	DINDING RECEPTIONIS	 13:47:21 06-Okt-2025	 13:47:50 06-Okt-2025	 13:48:08 06-Okt-2025
3	06-10-2025	PAPER ID	HIGH DUSTING	CEILING	 13:30:07 06-Okt-2025	 13:30:28 06-Okt-2025	 13:30:43 06-Okt-2025
4	06-10-2025	PAPER ID	VACCUMING	KURSI	 13:43:02 06-Okt-2025	 13:43:29 06-Okt-2025	 13:43:48 06-Okt-2025
5	06-10-2025	PAPER ID	VACCUMING	KURSI	 13:40:55 06-Okt-2025	 13:41:15 06-Okt-2025	 13:41:50 06-Okt-2025
6	06-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 13:38:41 06-Okt-2025	 13:39:18 06-Okt-2025	 13:39:51 06-Okt-2025

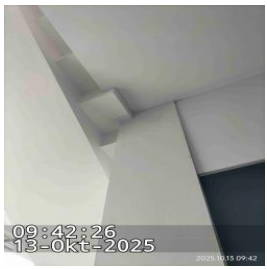
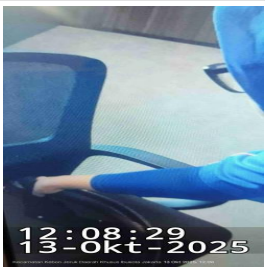
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7	06-10-2025	PAPER ID	GLASS CLEANING	PINTU KACA			
8	06-10-2025	PAPER ID	WALLCLEANING	DINDING TOILET			
9	06-10-2025	PAPER ID	BRUSHING	LANTAI ROOFTOP			
10	06-10-2025	PAPER ID	HIGH DUSTING	AC OUTDOOR			
11	06-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			

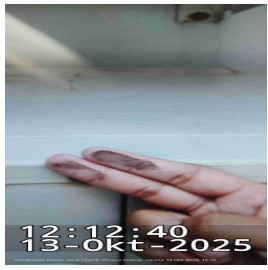
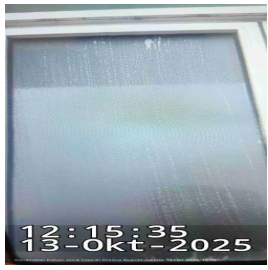
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1	07-10-2025	PAPER ID	POLISHING	LIFT PASSENGER			
2	07-10-2025	PAPER ID	WALLCLEANING	DINDING			
3	07-10-2025	PAPER ID	SPOTING	BATU ALAM			
4	07-10-2025	PAPER ID	GLASS CLEANING	KACA PANTRY			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-10-2025	PAPER ID	SPOTING	STANDING ASTRAY	 09:09:57 09-Okt-2025	 09:11:47 09-Okt-2025	 09:13:40 09-Okt-2025
2	09-10-2025	PAPER ID	VACCUMING	KARPET OFFICE	 11:52:09 09-Okt-2025	 11:52:42 09-Okt-2025	 11:52:58 09-Okt-2025
3	09-10-2025	PAPER ID	SPOTING	DINDING PILAR	 09:16:44 09-Okt-2025	 09:19:00 09-Okt-2025	 09:20:25 09-Okt-2025
4	09-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 08:05:15 09-Okt-2025	 08:05:40 09-Okt-2025	 08:06:51 09-Okt-2025

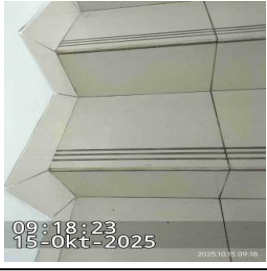
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-10-2025	PAPER ID	WALLCLEANING	TANGGA ACCES	 09:00:31 10-Okt-2025	 09:00:52 10-Okt-2025	 09:02:01 10-Okt-2025
2	10-10-2025	PAPER ID	HIGH DUSTING	CEILING	 09:03:44 10-Okt-2025	 09:06:36 10-Okt-2025	 09:12:05 10-Okt-2025
3	10-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 09:21:26 10-Okt-2025	 09:21:51 10-Okt-2025	 09:23:29 10-Okt-2025
4	10-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 09:16:29 10-Okt-2025	 09:17:20 10-Okt-2025	 09:18:55 10-Okt-2025
5	10-10-2025	PAPER ID	VACCUMING	BANGKU SOFA	 14:22:32 10-Okt-2025	 14:22:54 10-Okt-2025	 14:23:12 10-Okt-2025
6	10-10-2025	PAPER ID	BRUSHING	CONBLOK	 14:24:30 10-Okt-2025	 14:25:04 10-Okt-2025	 14:25:54 10-Okt-2025

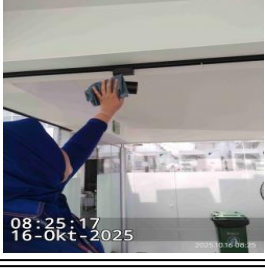
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-10-2025	PAPER ID	VACCUMING	KURSI			
2	11-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			
3	11-10-2025	PAPER ID	GLASS CLEANING	KACA RUANG MEETING			
4	11-10-2025	PAPER ID	POLISHING	HAND RAILING			
5	11-10-2025	PAPER ID	POLISHING	LIFT PASSENGER			
6	11-10-2025	PAPER ID	SPOTING	STANDING ASTRAY			

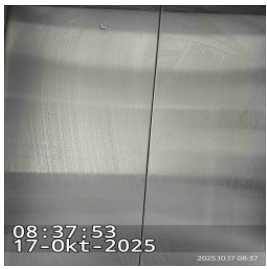
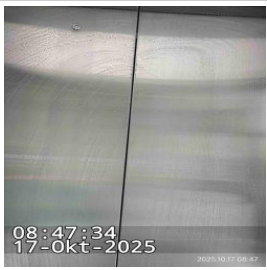
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	13-10-2025	PAPER ID	WASHING	LANTAI KORIDOR	 12:22:52 13-Okt-2025	 12:23:19 13-Okt-2025	 12:23:41 13-Okt-2025
2	13-10-2025	PAPER ID	SPOTING	DINDING RECEPTIONIS	 09:48:06 13-Okt-2025	 09:49:18 13-Okt-2025	 09:49:47 13-Okt-2025
3	13-10-2025	PAPER ID	HIGH DUSTING	CEILING	 09:37:26 13-Okt-2025	 09:38:07 13-Okt-2025	 09:42:26 13-Okt-2025
4	13-10-2025	PAPER ID	VACCUMING	KURSI	 12:06:09 13-Okt-2025	 12:06:34 13-Okt-2025	 12:07:09 13-Okt-2025
5	13-10-2025	PAPER ID	VACCUMING	KURSI	 12:07:46 13-Okt-2025	 12:08:29 13-Okt-2025	 12:08:52 13-Okt-2025
6	13-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 12:17:15 13-Okt-2025	 12:17:41 13-Okt-2025	 12:18:09 13-Okt-2025

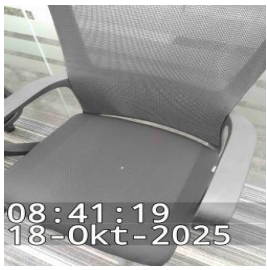
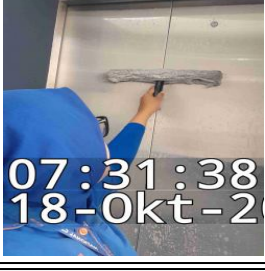
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7	13-10-2025	PAPER ID	GLASS CLEANING	PINTU KACA			
8	13-10-2025	PAPER ID	WALLCLEANING	DINDING TOILET			
9	13-10-2025	PAPER ID	BRUSHING	LANTAI ROOFTOP			
10	13-10-2025	PAPER ID	HIGH DUSTING	AC OUTDOOR			
11	13-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			

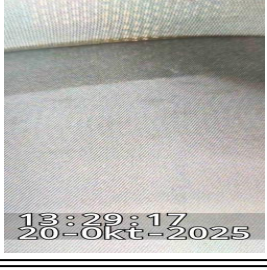
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	14-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 08:49:33 14-Okt-2025	 08:50:12 14-Okt-2025	 08:52:11 14-Okt-2025
2	14-10-2025	PAPER ID	WALLCLEANING	DINDING	 09:15:49 14-Okt-2025	 09:19:44 14-Okt-2025	 09:20:02 14-Okt-2025
3	14-10-2025	PAPER ID	SPOTING	BATU ALAM	 08:06:24 14-Okt-2025	 08:06:43 14-Okt-2025	 08:07:24 14-Okt-2025
4	14-10-2025	PAPER ID	GLASS CLEANING	KACA PANTRY	 08:36:20 14-Okt-2025	 08:36:57 14-Okt-2025	 08:39:29 14-Okt-2025

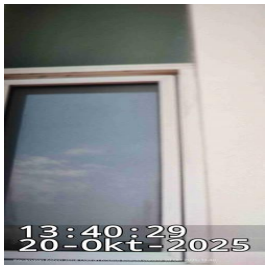
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-10-2025	PAPER ID	POLISHING	HAND RAILING	 09:20:32 15-Okt-2025	 09:20:54 15-Okt-2025	 09:21:27 15-Okt-2025
2	15-10-2025	PAPER ID	GLASS CLEANING	TANGGA ACCES	 09:18:23 15-Okt-2025	 09:18:39 15-Okt-2025	 09:19:45 15-Okt-2025
3	15-10-2025	PAPER ID	WASHING	KORIDOR	 09:21:56 15-Okt-2025	 09:22:25 15-Okt-2025	 09:22:52 15-Okt-2025
4	15-10-2025	PAPER ID	GLASS CLEANING	KACA OUTDOOR	 12:33:29 15-Okt-2025	 12:33:51 15-Okt-2025	 12:34:10 15-Okt-2025
5	15-10-2025	PAPER ID	WALLCLEANING	DINDING PILAR	 12:36:09 15-Okt-2025	 12:36:26 15-Okt-2025	 12:36:40 15-Okt-2025

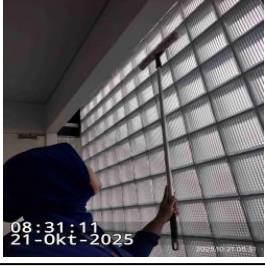
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-10-2025	PAPER ID	SPOTING	STANDING ASTRAY	 09:12:05 16-Okt-2025	 09:12:23 16-Okt-2025	 09:14:44 16-Okt-2025
2	16-10-2025	PAPER ID	VACCUMING	KARPET OFFICE	 12:01:01 16-Okt-2025	 12:02:16 16-Okt-2025	 12:02:47 16-Okt-2025
3	16-10-2025	PAPER ID	SPOTING	DINDING PILAR	 09:33:14 16-Okt-2025	 09:33:44 16-Okt-2025	 09:36:53 16-Okt-2025
4	16-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 08:24:52 16-Okt-2025	 08:25:17 16-Okt-2025	 08:26:23 16-Okt-2025

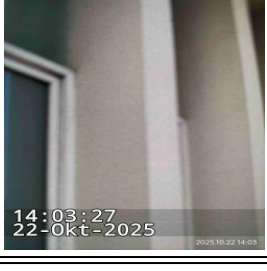
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-10-2025	PAPER ID	WALLCLEANING	TANGGA ACCES	 08:32:44 17-Okt-2025	 08:33:21 17-Okt-2025	 08:34:49 17-Okt-2025
2	17-10-2025	PAPER ID	HIGH DUSTING	CEILING	 09:00:06 17-Okt-2025	 09:02:11 17-Okt-2025	 09:05:04 17-Okt-2025
3	17-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 08:37:53 17-Okt-2025	 08:38:38 17-Okt-2025	 08:40:36 17-Okt-2025
4	17-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 08:47:34 17-Okt-2025	 08:48:05 17-Okt-2025	 08:50:19 17-Okt-2025
5	17-10-2025	PAPER ID	VACCUMING	BANGKU SOFA	 12:04:22 17-Okt-2025	 12:04:38 17-Okt-2025	 12:05:04 17-Okt-2025
6	17-10-2025	PAPER ID	BRUSHING	CONBLOK	 12:02:36 17-Okt-2025	 12:03:08 17-Okt-2025	 12:03:34 17-Okt-2025

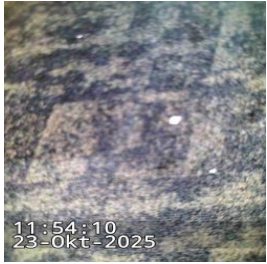
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-10-2025	PAPER ID	VACCUMING	KURSI	 08:41:19 18-Okt-2025	 08:41:43 18-Okt-2	 08:47:16 18-Okt-2025
2	18-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN	 07:10:37 18-Okt-2025	 07:11:15 18-Okt-2	 07:17:44 18-Okt-2025
3	18-10-2025	PAPER ID	GLASS CLEANING	KACA RUANG MEETING	 07:20:04 18-Okt-2025	 07:20:18 18-Okt-2	 07:27:45 18-Okt-2025
4	18-10-2025	PAPER ID	POLISHING	HAND RAILING	 07:35:28 18-Okt-2025	 07:36:00 18-Okt-2	 07:36:16 18-Okt-2025
5	18-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 07:31:23 18-Okt-2025	 07:31:38 18-Okt-2	 07:34:15 18-Okt-2025
6	18-10-2025	PAPER ID	SPOTING	STANDING ASTRAY	 09:38:39 18-Okt-2025	 09:38:59 18-Okt-2	 09:39:33 18-Okt-2025

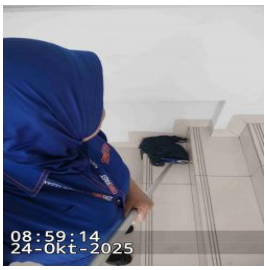
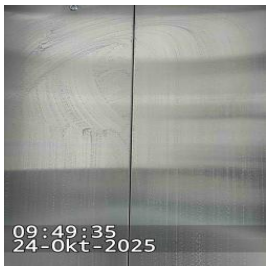
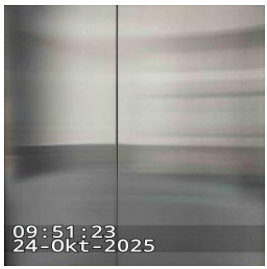
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-10-2025	PAPER ID	WASHING	LANTAI KORIDOR	 13:26:30 20-Okt-2025	 13:26:47 20-Okt-2025	 13:27:05 20-Okt-2025
2	20-10-2025	PAPER ID	SPOTING	DINDING RECEPTIONIS	 09:32:58 20-Okt-2025	 09:34:09 20-Okt-2025	 09:36:19 20-Okt-2025
3	20-10-2025	PAPER ID	HIGH DUSTING	CEILING	 09:12:01 20-Okt-2025	 09:13:06 20-Okt-2025	 09:15:12 20-Okt-2025
4	20-10-2025	PAPER ID	VACCUMING	KURSI	 13:27:58 20-Okt-2025	 13:28:46 20-Okt-2025	 13:29:17 20-Okt-2025
5	20-10-2025	PAPER ID	VACCUMING	KURSI	 13:30:03 20-Okt-2025	 13:30:24 20-Okt-2025	 13:30:41 20-Okt-2025
6	20-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 13:36:19 20-Okt-2025	 13:36:27 20-Okt-2025	 13:36:42 20-Okt-2025

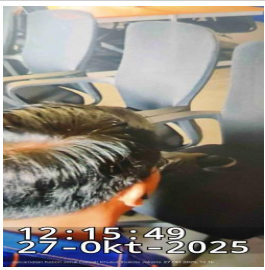
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
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8	20-10-2025	PAPER ID	WALLCLEANING	DINDING TOILET			
9	20-10-2025	PAPER ID	BRUSHING	LANTAI ROOFTOP			
10	20-10-2025	PAPER ID	HIGH DUSTING	AC OUTDOOR			
11	20-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 08:44:00 21-Okt-2025	 08:44:26 21-Okt-2025	 08:47:07 21-Okt-2025
2	21-10-2025	PAPER ID	WALLCLEANING	DINDING	 09:28:14 21-Okt-2025	 09:28:07 21-Okt-2025	 09:31:32 21-Okt-2025
3	21-10-2025	PAPER ID	SPOTING	BATU ALAM	 08:37:31 21-Okt-2025	 08:37:54 21-Okt-2025	 08:38:39 21-Okt-2025
4	21-10-2025	PAPER ID	GLASS CLEANING	KACA PANTRY	 08:30:36 21-Okt-2025	 08:31:11 21-Okt-2025	 08:33:07 21-Okt-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	22-10-2025	PAPER ID	POLISHING	HAND RAILING	 08:43:26 22-Okt-2025	 08:44:06 22-Okt-2025	 08:45:04 22-Okt-2025
2	22-10-2025	PAPER ID	GLASS CLEANING	TANGGA ACCES	 08:35:58 22-Okt-2025	 08:36:25 22-Okt-2025	 08:37:53 22-Okt-2025
3	22-10-2025	PAPER ID	WASHING	KORIDOR	 08:40:22 22-Okt-2025	 08:41:15 22-Okt-2025	 08:42:13 22-Okt-2025
4	22-10-2025	PAPER ID	GLASS CLEANING	KACA OUTDOOR	 14:01:01 22-Okt-2025	 14:01:20 22-Okt-2025	 14:01:40 22-Okt-2025
5	22-10-2025	PAPER ID	WALLCLEANING	DINDING PILAR	 14:02:34 22-Okt-2025	 14:02:56 22-Okt-2025	 14:03:27 22-Okt-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-10-2025	PAPER ID	SPOTING	STANDING ASTRAY	 07:43:25 23-Okt-2025	 07:43:55 23-Okt-2025	 07:45:54 23-Okt-2025
2	23-10-2025	PAPER ID	VACCUMING	KARPET OFFICE	 11:54:10 23-Okt-2025	 11:54:29 23-Okt-2025	 11:54:46 23-Okt-2025
3	23-10-2025	PAPER ID	SPOTING	DINDING PILAR	 09:26:49 23-Okt-2025	 09:27:50 23-Okt-2025	 09:29:52 23-Okt-2025
4	23-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 08:09:10 23-Okt-2025	 08:09:27 23-Okt-2025	 08:10:51 23-Okt-2025

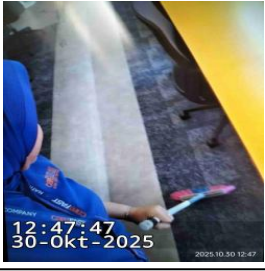
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-10-2025	PAPER ID	WALLCLEANING	TANGGA ACCES	 08:58:32 24-Okt-2025	 08:59:14 24-Okt-2025	 09:00:39 24-Okt-2025
2	24-10-2025	PAPER ID	HIGH DUSTING	CEILING	 12:10:24 24-Okt-2025	 12:12:42 24-Okt-2025	 12:13:07 24-Okt-2025
3	24-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 09:49:35 24-Okt-2025	 09:50:00 24-Okt-2025	 09:51:23 24-Okt-2025
4	24-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 09:44:53 24-Okt-2025	 09:45:53 24-Okt-2025	 09:47:26 24-Okt-2025
5	24-10-2025	PAPER ID	VACCUMING	BANGKU SOFA	 09:16:30 24-Okt-2025	 09:17:47 24-Okt-2025	 09:21:28 24-Okt-2025
6	24-10-2025	PAPER ID	BRUSHING	CONBLOK	 12:14:35 24-Okt-2025	 12:15:18 24-Okt-2025	 12:16:35 24-Okt-2025

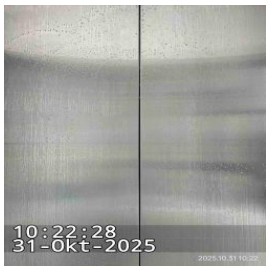
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-10-2025	PAPER ID	WASHING	LANTAI KORIDOR	 12:11:47 27-Okt-2025	 12:12:20 27-Okt-2025	 12:12:47 27-Okt-2025
2	27-10-2025	PAPER ID	SPOTING	DINDING RECEPTIONIS	 09:47:02 27-Okt-2025	 09:47:24 27-Okt-2025	 09:48:24 27-Okt-2025
3	27-10-2025	PAPER ID	HIGH DUSTING	CEILING	 12:13:36 27-Okt-2025	 12:14:15 27-Okt-2025	 12:14:48 27-Okt-2025
4	27-10-2025	PAPER ID	VACCUMING	KURSI	 12:15:35 27-Okt-2025	 12:15:49 27-Okt-2025	 12:16:14 27-Okt-2025
5	27-10-2025	PAPER ID	VACCUMING	KURSI	 12:17:12 27-Okt-2025	 12:17:30 27-Okt-2025	 12:17:56 27-Okt-2025
6	27-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU	 12:19:05 27-Okt-2025	 12:19:24 27-Okt-2025	 12:19:43 27-Okt-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	27-10-2025	PAPER ID	GLASS CLEANING	PINTU KACA			
8	27-10-2025	PAPER ID	WALLCLEANING	DINDING TOILET			
9	27-10-2025	PAPER ID	BRUSHING	LANTAI ROOFTOP			
10	27-10-2025	PAPER ID	HIGH DUSTING	AC OUTDOOR			
11	27-10-2025	PAPER ID	GLASS CLEANING	KACA HALAMAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 13:53:50 28-Okt-2025	 13:54:21 28-Okt-2025	 13:54:53 28-Okt-2025
2	28-10-2025	PAPER ID	WALLCLEANING	DINDING	 13:01:54 28-Okt-2025	 13:03:01 28-Okt-2025	 13:06:08 28-Okt-2025
3	28-10-2025	PAPER ID	SPOTING	BATU ALAM	 13:11:09 28-Okt-2025	 13:11:35 28-Okt-2025	 13:11:56 28-Okt-2025
4	28-10-2025	PAPER ID	GLASS CLEANING	KACA PANTRY	 15:40:11 28-Okt-2025	 15:40:48 28-Okt-2025	 15:41:14 28-Okt-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-10-2025	PAPER ID	POLISHING	HAND RAILING			
2	29-10-2025	PAPER ID	GLASS CLEANING	TANGGA ACCES			
3	29-10-2025	PAPER ID	WASHING	KORIDOR			
4	29-10-2025	PAPER ID	GLASS CLEANING	KACA OUTDOOR			
5	29-10-2025	PAPER ID	WALLCLEANING	DINDING PILAR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-10-2025	PAPER ID	SPOTING	STANDING ASTRAY			
2	30-10-2025	PAPER ID	VACCUMING	KARPET OFFICE			
3	30-10-2025	PAPER ID	SPOTING	DINDING PILAR			
4	30-10-2025	PAPER ID	HIGH DUSTING	KAP LAMPU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	31-10-2025	PAPER ID	WALLCLEANING	TANGGA ACCES	 09:46:11 31-Okt-2025	 09:46:58 31-Okt-2025	 09:50:54 31-Okt-2025
2	31-10-2025	PAPER ID	HIGH DUSTING	CEILING	 09:51:18 31-Okt-2025	 09:53:36 31-Okt-2025	 09:55:38 31-Okt-2025
3	31-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 10:22:28 31-Okt-2025	 10:22:48 31-Okt-2025	 10:25:05 31-Okt-2025
4	31-10-2025	PAPER ID	POLISHING	LIFT PASSENGER	 10:09:13 31-Okt-2025	 10:09:46 31-Okt-2025	 10:12:04 31-Okt-2025
5	31-10-2025	PAPER ID	VACCUMING	BANGKU SOFA	 11:34:44 31-Okt-2025	 11:35:02 31-Okt-2025	 11:35:20 31-Okt-2025
6	31-10-2025	PAPER ID	BRUSHING	CONBLOK	 11:31:12 31-Okt-2025	 11:31:31 31-Okt-2025	 11:32:48 31-Okt-2025



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
3	0	0	1	0	2	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							
1	1040471	ERIS SETIAWAN	CLEANER	MP DIPINDAHKAN	-	2025-10-30	-

TOTAL : 1 MP

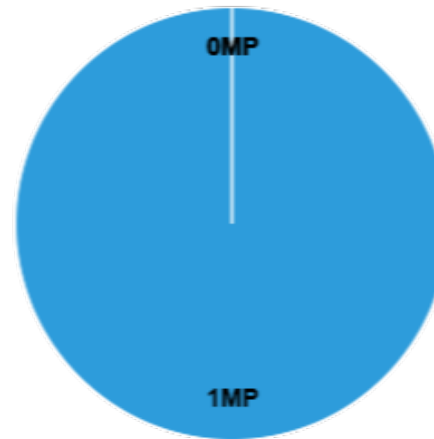
NEW : 0 MP

RESIGN : 0 MP

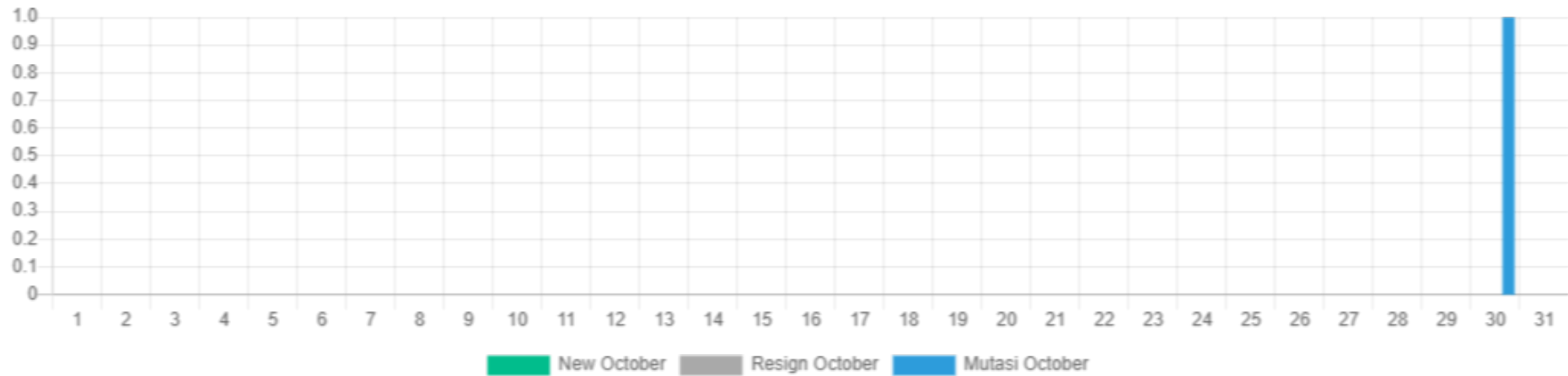
MUTASI : 1 MP

Pengawas : 0

CSO : 1



Monthly : October





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/10/LOSP/3689	LOW SPEED POLISHER	SP			BAIK	-
2	CF1/3/VC30/3690	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1/3/VC30/3691	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
4	CF1/3/VC20/3692	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
5	CF1/3/VC20/3693	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
6	CF1/71/KR50/3694	KABEL ROLL 50 METER	VEV			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/8/MUBL/3700	MULTI BLOWER	KRISBOW			BAIK	-