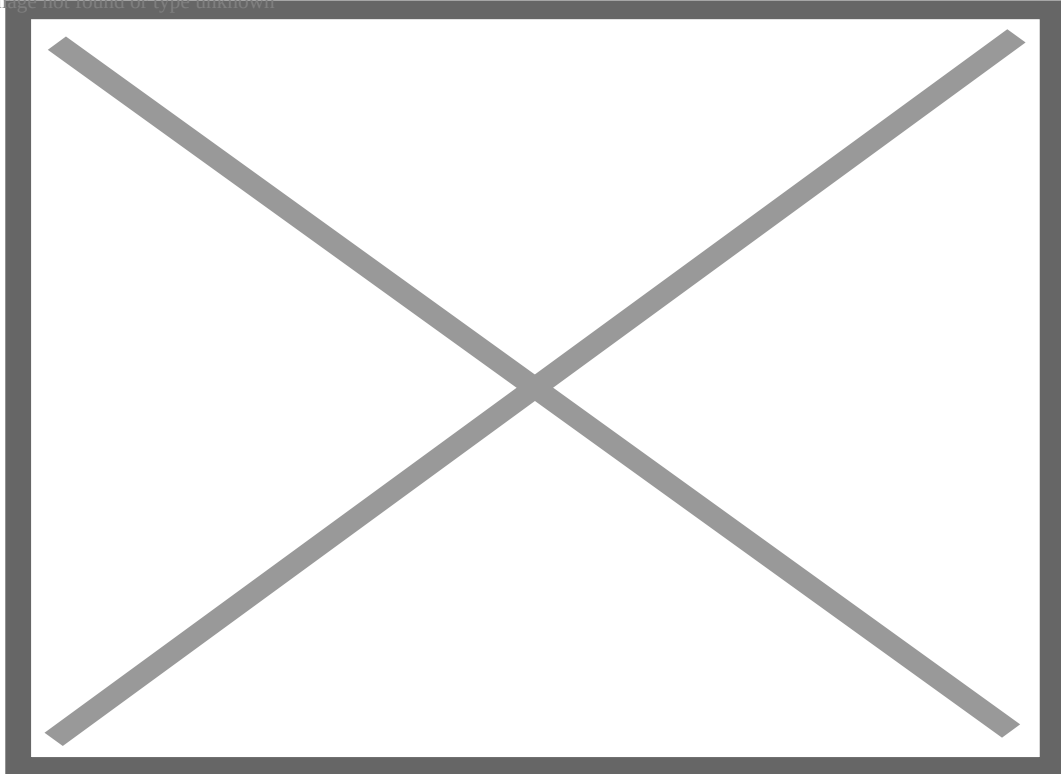


LAPORAN BULANAN CLEANING SERVICE

Proyek :
CENTRAL CITY SEMARANG

Image not found or type unknown



Periode :
NOVEMBER 2024

Disusun Oleh :
TRI SUJATMIKO
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 CENTRAL CITY SEMARANG

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	
1	5005964	MUHAMMAD IHSAN MAULANA	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	
2	5005972	SAKTI CAHYO GUMELAR	CLEANER	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HS	HS	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	
3	5006253	IVAN NUR ANHARI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HP	HS	HP	HP	OFF	HP	
4	5006439	NUR SAHID	CLEANER	HS	HS	HS	OFF	HS	HS	HP	HS	HS	HS	OFF	HP	HP	HP	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	
5	5006762	TUKINI FATMAWATI	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	
6	5006825	RIZKA ZUNIARTATIK	CLEANER	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	
7	5006826	MUHAMMAD NUR KAMID	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS
8	5007373	SETIYANI	CLEANER	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	
9	5007930	MUHAMAD SHOLIKHUDDIN	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	
10	5008663	GILANG PERMADI	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	OFF	HS	
11	5009334	MUHAMMAD SYAMSUL MAARIF	CLEANER	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	
12	5010009	RIYAN HIDAYAT	CLEANER	HS	HS	HP	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HS	HP	HP	OFF	HP	HP	
Total MP Shift Pagi:				5	6	6	5	5	4	5	5	6	6	5	5	5	5	5	6	6	5	5	5	5	5	6	6	5	5	5	5	5	6	
Total MP Shift Siang:				5	6	6	5	5	5	4	5	6	6	5	5	4	4	5	6	6	5	5	4	4	5	6	6	5	5	4	4	5	6	
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:				2	0	0	2	2	3	3	2	0	0	2	2	3	3	2	0	0	2	2	3	3	2	0	0	2	2	3	3	2		
Total MP :				12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

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
1	5006018	TRI SUJATMIKO	CS-LEADER	OFF	HP	HS	HP	HP	HP	MD1	OFF	HS	HS	HS	HS	MD1	OFF	HS	HS	HS	HS	HS	MD1	OFF	HP	HP	HP	HP	HP	MD1	OFF	HP	
2	5007838	DWI SULISTIO WIBOWO	CS-LEADER	MD1	HS	HP	HS	HS	HS	OFF	MD1	HP	HP	HP	HP	OFF	MD1	HP	HP	HP	HP	HP	OFF	MD1	HS	HS	HS	HS	HS	OFF	MD1	HS	
Total MP Shift Pagi:				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	1	1	1	1	
Total MP Shift Siang:				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	0	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	H	I	A	G	O	S	SR	IR	Keterangan
1	5005964	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	26	0	0	0	4	0	0	0	-
	MUHAMMAD IHSAN MAULANA																																								
2	5005972	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	IR	O	H	H	h	H	H	H	O	H	H	H	25	0	0	0	4	0	0	1	-
	SAKTI CAHYO GUMELAR																																								
3	5006018	CS-LEADER	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	25	0	0	0	5	0	0	0	-
	TRI SUJATMIKO																																								
4	5006253	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	25	0	0	0	5	0	0	0	-
	IVAN NUR ANHARI																																								
5	5006439	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	IR	H	H	H	25	0	0	0	4	0	0	1	-
	NUR SAHID																																								
6	5006762	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	26	0	0	1	4	0	0	0	-
	TUKINI FATMAWATI																																								
7	5006825	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	O	SR	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	25	0	0	0	4	0	1	0	-
	RIZKA ZUNIARTATIK																																								
8	5006826	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	26	0	0	0	4	0	0	0	-
	MUHAMMAD NUR KAMID																																								
9	5007373	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	H	O	H	H	H	H	26	0	0	1	4	0	0	0	-
	SETIYANI															G																									
10	5007838	CS-LEADER	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	4	0	0	0	-

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	H	I	A	G	O	S	SR	IR	Keterangan				
	DWI SULISTIO WIBOWO																																												
11	5007930	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	H	O	H	H	H	H	26	0	0	0	4	0	0	0	-				
	MUHAMAD SHOLIKHUDDIN																																												
12	5008663	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	25	0	0	0	5	0	0	0	-				
	GILANG PERMADI																																												
13	5009334	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	26	0	0	0	4	0	0	0	-				
	MUHAMMAD SYAMSUL MAARIF																																												
14	5010009	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	26	0	0	1	4	0	0	0	-				
	RIYAN HIDAYAT																																												
Total :																																	358	0	0	3	59	0	1	2					

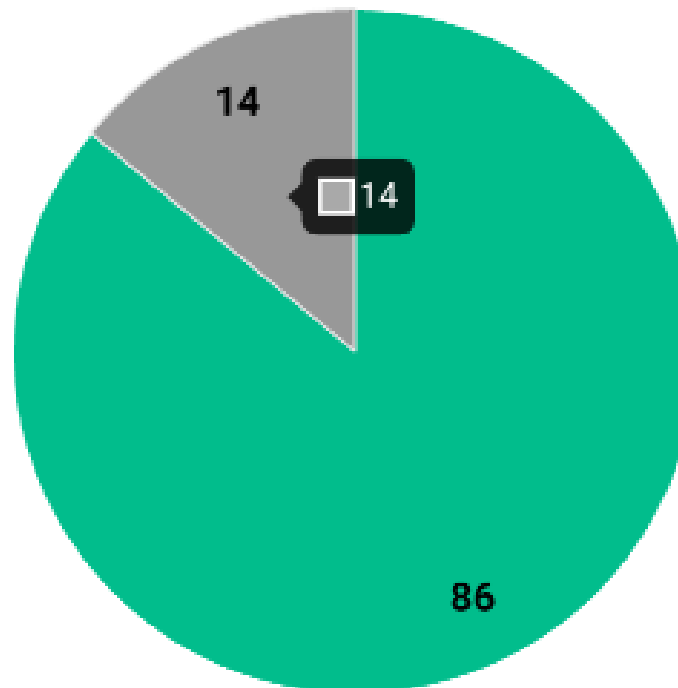
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIY MITRA		Nama
	2024-11-16 11:09:37	2024-11-18 13:41:43	Tgl	Tgl

TOTAL JADWAL : 420 MP

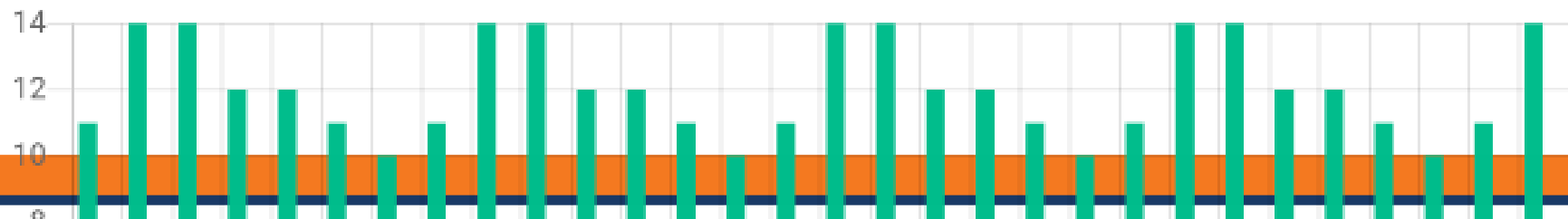
HADIR : 361 MP

OFF : 59 MP

TIDAK HADIR : 0 MP



Monthly : November





LAPORAN TABEL PERIODIK

[illegible]

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

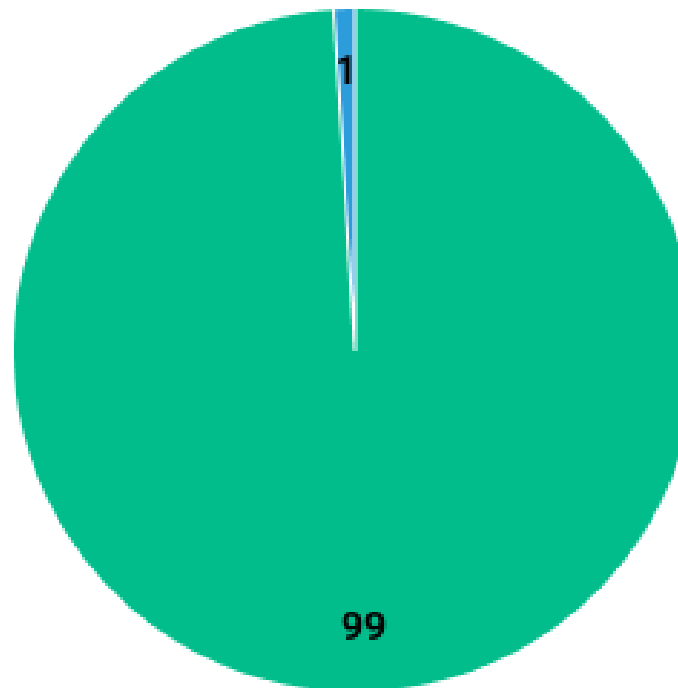
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REALISASI : 223

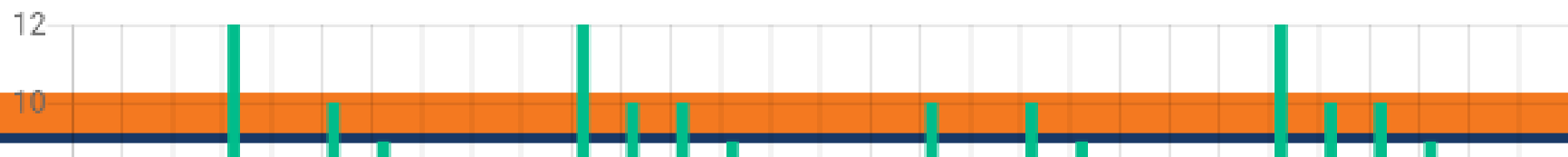
DIALIHKAN : 0

BELUM APPROVE : 2

BELUM UPLOAD : 0



Monthly : November





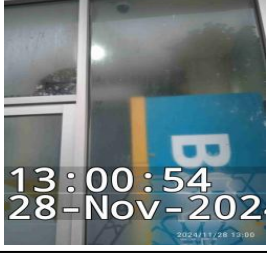
LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-11-2024	CENTRAL CITY MALL	PENCABUTAN	MINI GARDEN PARKIR MOTOR	 14:13:44 25-Nov-2024	 14:41:53 25-Nov-2024	 14:42:20 25-Nov-2024
2	25-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	TPS	 09:36:58 25-Nov-2024	 09:37:13 25-Nov-2024	 09:39:44 25-Nov-2024
3	25-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	PUMP ROOM	 15:29:58 25-Nov-2024	 15:30:53 25-Nov-2024	 15:44:34 25-Nov-2024
4	25-11-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT	 11:18:44 25-Nov-2024	 11:19:02 25-Nov-2024	 11:19:40 25-Nov-2024
5	25-11-2024	CENTRAL CITY MALL	WASHING	TEMPAT SAMPAH	 21:17:18 25-Nov-2024	 21:17:46 25-Nov-2024	 21:21:18 25-Nov-2024
6	25-11-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT	 12:25:41 25-Nov-2024	 12:27:18 25-Nov-2024	 12:27:40 25-Nov-2024

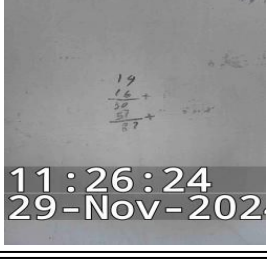
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	25-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	BOX HYDRANT	 12:02:13 25-Nov-2024	 12:02:42 25-Nov-2024	 12:03:00 25-Nov-2024
8	25-11-2024	CENTRAL CITY MALL	WASHING	STANDING ASTRAY	 21:16:45 25-Nov-2024	 21:21:52 25-Nov-2024	 21:25:32 25-Nov-2024
9	25-11-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT	 12:29:49 25-Nov-2024	 12:30:27 25-Nov-2024	 12:31:41 25-Nov-2024
10	25-11-2024	CENTRAL CITY MALL	GLASS CLEANING	KACA LOBBY	 08:00:34 25-Nov-2024	 08:01:40 25-Nov-2024	 08:40:16 25-Nov-2024

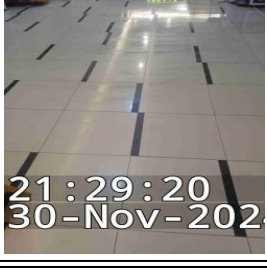
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-11-2024	CENTRAL CITY MALL	PENCABUTAN	GUIMA BELAKANG GEDUNG	 14:16:33 27-Nov-2024	 14:17:20 27-Nov-2024	 14:24:10 27-Nov-2024
2	27-11-2024	CENTRAL CITY MALL	WASHING	GOTTER HALAMAN	 09:42:34 27-Nov-2024	 09:47:27 27-Nov-2024	 12:57:30 27-Nov-2024
3	27-11-2024	CENTRAL CITY MALL	PENCABUTAN	WATER TANK	 14:19:12 27-Nov-2024	 14:19:27 27-Nov-2024	 14:23:42 27-Nov-2024
4	27-11-2024	CENTRAL CITY MALL	WALL CLEANING	DINDING	 12:42:01 27-Nov-2024	 12:42:22 27-Nov-2024	 12:43:04 27-Nov-2024
5	27-11-2024	CENTRAL CITY MALL	SPOTTING	KERAK URINAL	 11:24:34 27-Nov-2024	 11:25:20 27-Nov-2024	 11:28:54 27-Nov-2024
6	27-11-2024	CENTRAL CITY MALL	WALL CLEANING	PILAR ACP	 18:11:58 27-Nov-2024	 18:12:29 27-Nov-2024	 18:16:20 27-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	27-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	BOX HIDRANT			
8	27-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	PANEL ROOM INDOOR			
9	27-11-2024	CENTRAL CITY MALL	SPOTTING	WASTAFEL			
10	27-11-2024	CENTRAL CITY MALL	BRUSHING	NOMED			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-11-2024	CENTRAL CITY MALL	PENCABUTAN	GULMA HALAMAN TIMUR	 16:21:45 28-Nov-2024	 16:22:04 28-Nov-2024	 16:45:25 28-Nov-2024
2	28-11-2024	CENTRAL CITY MALL	PENCABUTAN	GULMA HALAMAN BARAT	 14:24:41 28-Nov-2024	 14:25:19 28-Nov-2024	 14:29:02 28-Nov-2024
3	28-11-2024	CENTRAL CITY MALL	SPOTTING	TEMPAT WUDHU	 12:26:29 28-Nov-2024	 12:27:19 28-Nov-2024	 13:08:54 28-Nov-2024
4	28-11-2024	CENTRAL CITY MALL	SPOTTING	KERAK CLOSED	 14:51:22 28-Nov-2024	 14:53:30 28-Nov-2024	 14:55:21 28-Nov-2024
5	28-11-2024	CENTRAL CITY MALL	GLASS CLEANING	KACA SALASAR	 12:41:19 28-Nov-2024	 12:42:23 28-Nov-2024	 12:49:31 28-Nov-2024
6	28-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	ATM CENTER	 13:00:54 28-Nov-2024	 13:01:14 28-Nov-2024	 13:04:27 28-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	28-11-2024	CENTRAL CITY MALL	WALL CLEANING	DINDING			
8	28-11-2024	CENTRAL CITY MALL	SPOTTING	BOX GASTREP			
9	28-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	ATM CENTER			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-11-2024	CENTRAL CITY MALL	PENCABUTAN	GULMA HALAMAN DEPAN	 14:09:10 29-Nov-2024	 14:12:46 29-Nov-2024	 14:28:48 29-Nov-2024
2	29-11-2024	CENTRAL CITY MALL	SPOTTING	FLOOR DRAINAGE	 17:41:01 29-Nov-2024	 17:41:58 29-Nov-2024	 17:45:21 29-Nov-2024
3	29-11-2024	CENTRAL CITY MALL	SCRUBBING	AKSESORIS LOBBY	 16:36:44 29-Nov-2024	 16:37:19 29-Nov-2024	 16:39:41 29-Nov-2024
4	29-11-2024	CENTRAL CITY MALL	WASHING	LANTAI STAND KORIDOR	 16:41:40 29-Nov-2024	 16:42:06 29-Nov-2024	 16:44:33 29-Nov-2024
5	29-11-2024	CENTRAL CITY MALL	GLASS CLEANING	KACA FOODCOURT	 11:14:28 29-Nov-2024	 11:15:10 29-Nov-2024	 11:21:02 29-Nov-2024
6	29-11-2024	CENTRAL CITY MALL	WALL CLEANING	PILAR	 11:26:24 29-Nov-2024	 11:26:53 29-Nov-2024	 11:30:43 29-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	GULMA	 14:13:16 30-Nov-2024	 14:15:04 30-Nov-2024	 14:22:07 30-Nov-2024
2	30-11-2024	CENTRAL CITY MALL	GENERAL CLEANING	KOLAM IKAN	 08:23:58 30-Nov-2024	 08:25:19 30-Nov-2024	 10:39:37 30-Nov-2024
3	30-11-2024	CENTRAL CITY MALL	BRUSHING	LANTAI TOILET	 20:32:14 30-Nov-2024	 20:33:12 30-Nov-2024	 20:42:41 30-Nov-2024
4	30-11-2024	CENTRAL CITY MALL	BRUSHING	LANTAI MUSHOLA	 20:54:56 30-Nov-2024	 20:56:06 30-Nov-2024	 21:01:10 30-Nov-2024
5	30-11-2024	CENTRAL CITY MALL	DRY BUFFING	BUFFING LANTAI LOBBY	 10:44:40 30-Nov-2024	 10:48:08 30-Nov-2024	 10:49:36 30-Nov-2024
6	30-11-2024	CENTRAL CITY MALL	WASHING	LANTAI KORIDOR	 21:21:10 30-Nov-2024	 21:21:46 30-Nov-2024	 21:29:20 30-Nov-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
14	0	0	0	0	14	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

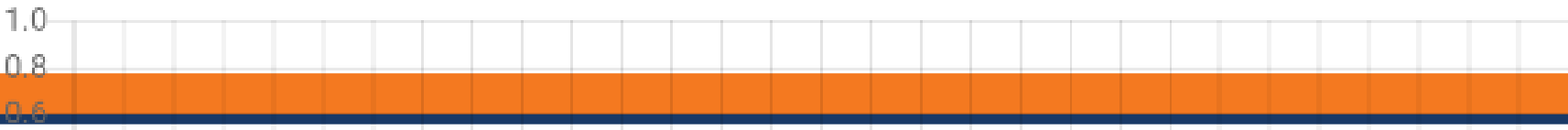
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : November





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5 - LOSP1147	LOW SPEED POLISHER	REDWIND			BAIK	-
2	CF5 - HPRE-2018-XI-0007	HIGH PRESSURE	ROTANO			BAIK	-