

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CIBINONG CITY MALL 2



Periode :
NOVEMBER 2024

Disusun Oleh :
SUMARDI
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 CIBINONG CITY MALL 2

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.

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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	1034215	MUHAMAD FEBRIAN	CLEANER	OFF	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HP
2	1038622	MOHAMMAD RIZKI TRIANGGA	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	OFF	HS	HP	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP
3	1038411	MEGA RAHMAWATI	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP
4	1036937	ANDRIAN RAFSANJANI	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP
5	1039002	ADITHYA RISKI FAUZI SIREGAR	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP
6	1035628	SUMIATI	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	HP	OFF	HP	HP
7	1038798	ALPIN RUSTANDI	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	HP	OFF	HP	HP
8	1037093	GIOVAN DUTA CHRISTIANO	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	HP	OFF	HP	HP
9	1034207	RAZ'AL AWALLUDIN	CLEANER	HS	OFF	HP	HS	MD1	HP	HS	HS	OFF	HP	HP	HP	OFF	HP	HP	HP	HP	MD1	HS	MD1	HP	HS	OFF	HP	HP	MD1	HP	HS	HS	OFF
10	1034221	RIDZKY HERDIANSAH	CLEANER	OFF	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HS	HS	HS	OFF	HS
11	1034073	SITI NURUL HASANAH	CLEANER	OFF	HS	HS	HS	HS	HP	HS	OFF	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	HS
12	1034201	INDRA MAHESA	CLEANER	OFF	HS	HS	HS	HS	HP	HS	OFF	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HS	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	HS
13	1034209	NURHAKIKI	CLEANER	HS	HS	HS	OFF	HS	HP	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS
14	1038776	DELLA ADITYA N	CLEANER	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS
15	1035489	DELLA AULIA PUTRI	CLEANER	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HP	HP	HP	HS	OFF	HS	HS	HS	HS
16	1037185	IKHTIAR NUR AHMAD	CLEANER	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS
17	1034224	MEGA SILVIA	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HP	OFF	HS	HS	HS
18	1034219	MUHAMAD FEBRIYANSYAH	CLEANER	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	OFF	HS	HS
19	1037812	SUANDA	CLEANER	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM
20	1039200	IMAM TANTOWI	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HP
21	1040227	MUCHAMMAD FACHRI IRAWAN	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	HP	HS	HS	HS	HS	HS	HS	HS	HS	HS	HS	HS	HP	HP	MD1	HP	HP	HP
22	1040228	CHIKA BENISTYAN	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	HP	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP
23	1040402	CHAIRUL SABILANSYAH	CLEANER																		HP	HP	HS	HS	HS	HS	HS	HP	HP	MD1	HP	HP	HP
Total MP Shift Pagi:				9	10	11	10	13	8	9	10	10	11	12	10	10	11	10	11	11	11	8	8	10	6	10	11	9	11	11	8	10	12

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PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI



LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	22-11-2024	ALL AREA	SPOTTING	SPOTTING URINOIR TOILET			
2	22-11-2024	ALL AREA	POLISHING	POLISHING STAINLESS ESKALATOR			
3	22-11-2024	ALL AREA	SPOTTING	SPOTTING CLOSET TOILET			
4	22-11-2024	ALL AREA	POLISHING	POLISHING STANDING ASHTRAY			



LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - 0001	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-
2	CF1 - 0005	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1 - 0002	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1 - 0004	CARPET BLOWER	KRISBOW			BAIK	-