

# LAPORAN BULANAN CLEANING SERVICE

Proyek :  
**JNE SUKMAJAYA DEPOK**



Periode :  
**NOVEMBER 2024**

Disusun Oleh :  
**JAMALLUDIN**  
**OPERATIONAL MANAGER**

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 JNE SUKMAJAYA DEPOK**

**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 JADWAL

OPERATOR

[illegible]

## PENGAWAS

[illegible]



# **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       | 1035444            | CS_SENIOR_CLEANER | H | H | O | H | H | H | H | H | H | O  | H  | H  | H  | H  | A  | h  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | O  | H  | H  | h  | 24 | 0 | 1 | 0 | 5  | 0 | 0  | 0  | -          |
|         | ADEN DIMAS ANUGRAH |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 2       | 1035970            | CLEANER           | H | H | O | H | H | H | H | H | H | O  | H  | H  | H  | H  | A  | H  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | O  | H  | H  | H  | 24 | 0 | 1 | 0 | 5  | 0 | 0  | 0  | -          |
|         | IDAL DARMAWANSYAH  |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 3       | 1038887            | CLEANER           | H | H | O | H | H | H | H | H | H | O  | H  | H  | H  | H  | A  | H  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | O  | H  | H  | h  | 24 | 0 | 1 | 0 | 5  | 0 | 0  | 0  | -          |
|         | MUHAMAD SUKRON     |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| Total : |                    |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 72 | 0 | 3 | 0 | 15 | 0 | 0  | 0  |            |

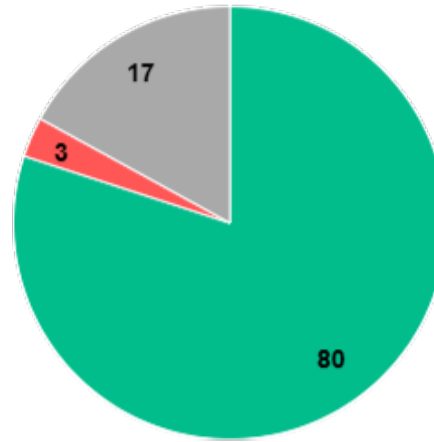
| Keterangan :                                                                                                                                                                                                                                                                                                                               | Operation           | OA                  | Check & Import Payroll | Verification |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|------------------------|--------------|
| -Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT<br>-Kolom dibawah untuk Huruf G = Lembur Ganti<br>-Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G<br>-Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off | JAMALLUDIN          | ADMIN OA - KARIN    |                        | Nama         |
|                                                                                                                                                                                                                                                                                                                                            | 2024-11-16 10:46:00 | 2024-11-19 16:13:15 | Tgl                    | Tgl          |

**TOTAL JADWAL : 90 MP**

**HADIR : 72 MP**

**OFF : 15 MP**

**TIDAK HADIR : 3 MP**



Monthly : November

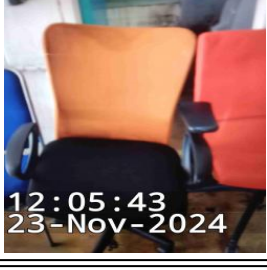
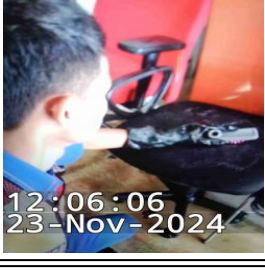




# **LAPORAN TABEL PERIODIK**



# **LAPORAN VISUALISASI PERIODIK**

| No | Tanggal    | Area       | Item Pekerjaan | Detail Pekerjaan               | Before                                                                                                         | Progress                                                                                                        | After                                                                                                            |
|----|------------|------------|----------------|--------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1  | 23-11-2024 | SHIFT PAGI | DUSTING        | GERBANG PINTU MASUK            | <br>12:09:20<br>23-Nov-2024   | <br>12:08:52<br>23-Nov-2024   | <br>12:10:03<br>23-Nov-2024   |
| 2  | 23-11-2024 | SHIFT PAGI | WASHING        | BUFFING LANTAI 2               | <br>10:33:57<br>23-Nov-2024   | <br>10:34:26<br>23-Nov-2024   | <br>10:34:46<br>23-Nov-2024   |
| 3  | 23-11-2024 | SHIFT PAGI | WASHING        | CUCI NOMED TOILET LANTAI 2     | <br>09:30:57<br>23-Nov-2024  | <br>09:31:18<br>23-Nov-2024  | <br>11:12:12<br>23-Nov-2024  |
| 4  | 23-11-2024 | SHIFT PAGI | WASHING        | CUCI BANGKU KERJA DALAM GUDANG | <br>12:05:43<br>23-Nov-2024 | <br>12:06:06<br>23-Nov-2024 | <br>12:07:12<br>23-Nov-2024 |



# LAPORAN TURNOVER

| 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**

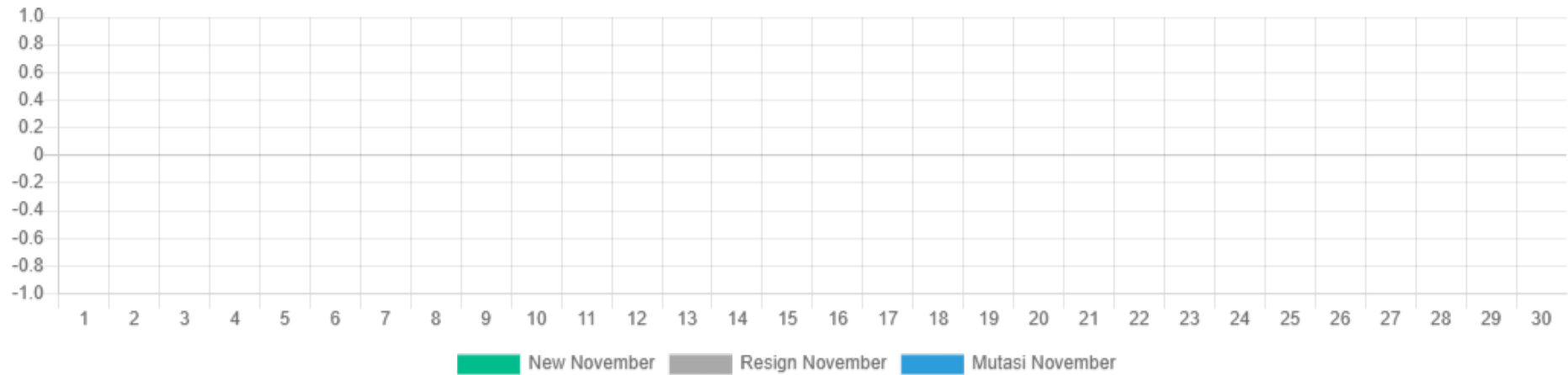
**MUTASI : 0 MP**

**Pengawas : 0**

**CSO : 0**

**0MP**

**Monthly : November**





# **LAPORAN MESIN**

| No | Kode Mesin               | Jenis Mesin                       | Merk Mesin | Foto Depan                                                                         | Foto Samping                                                                         | Status Baik | Status Rusak |
|----|--------------------------|-----------------------------------|------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------|--------------|
| 1  | CF1 - 2020-XII-0157      | HIGH SPEED POLISHER               | GOLDIE     |   |   | -           | RUSAK        |
| 2  | CF1 - CF1- 2020-XII-0157 | HIGH SPEED POLISHER               | GOLDIE     |   |   | -           | RUSAK        |
| 3  | CF1 - VC30-2019-III-0045 | WET & DRY VACUUM CLEANER 30 LITER | INNOTECH   |  |  | BAIK        | -            |