

# LAPORAN BULANAN CLEANING SERVICE

Proyek :  
**LAZADA INDONESIA - SAT DURI  
KOSAMBI**



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 LAZADA INDONESIA - SAT DURI KOSAMBI**

**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 TURNOVER**

**LAPORAN MESIN**



# 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       | 1032086     | CLEANER           | H | 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  | O  | H  | H  | O  | 24 | 0 | 0 | 0 | 6 | 0 | 0  | 0  | -          |  |  |
|         | AJI JUMHANA |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |  |
| 2       | 1032089     | CS_SENIOR_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  | O  | H  | H  | H  | 25 | 0 | 0 | 0 | 5 | 0 | 0  | 0  | -          |  |  |
|         | MULYADI J A |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |  |
| 3       | 1036524     | CLEANER           | 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  | O  | H  | H  | H  | 25 | 0 | 0 | 0 | 5 | 0 | 0  | 0  | -          |  |  |
|         | KIKI RIZKI  |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |  |
| Total : |             |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |  |
|         |             |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |  |

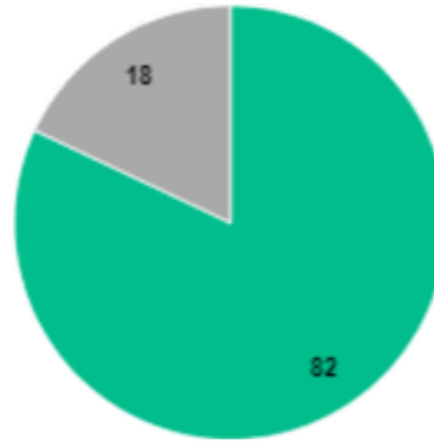
|                                                                                                                                                                                                                                                                                                                                            |                     |                     |                        |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|------------------------|--------------|
| 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         |
|                                                                                                                                                                                                                                                                                                                                            | 2024-11-15 22:50:09 | 2024-11-19 14:41:52 | Tgl                    | Tgl          |

TOTAL JADWAL : 90 MP

HADIR : 74 MP

OFF : 16 MP

TIDAK HADIR : 0 MP



Monthly : November





# **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 | JML | Ket |     |
|---------------------|------------------------|----------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|
|                     |                        |                |   |   |   |   | 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 | SB |     |     |     |
|                     |                        |                |   |   |   |   | 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   |
| HUB LASTMILE        |                        |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| 1                   | TABUNG APAR            | DUSTING        | 0 | 4 | 0 | 0 |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    | 4   | 4   |     |
| OUTBOUND            |                        |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| 1                   | LANTAI SMOKING AREA    | WASHING        | 0 | 5 | 0 | 0 | P  | A  |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    | 5   | 5   |     |
| 2                   | GERGAGE SULO HIJAU     | WASHING        | 0 | 4 | 0 | 0 |    |    |    | P  |    |    |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    | 4  | 3   |     |     |
| OFFICE LANTAI 1     |                        |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| 1                   | RAK LEMARI             | DUSTING        | 0 | 4 | 0 | 0 |    |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    | 4  | 4   |     |     |
| 2                   | KACA RUANGAN           | GLASS CLEANING | 0 | 5 | 0 | 0 | P  | A  |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    | 5   | 5   |     |
| 3                   | LANTAI VYNIL           | WASHING        | 0 | 5 | 0 | 0 |    | P  | A  |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  | 5   | 5   |     |
| 4                   | PEMBERSIHAN LANTAI     | WASHING        | 0 | 4 | 0 | 0 |    |    | P  | A  |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    |    | 4  | 4   |     |     |
| 5                   | CUCI TEMPAT SAMPAH     | WASHING        | 0 | 4 | 0 | 0 |    |    |    | P  | A  |    |    |    |    |    |    | P  | A  |    |    |    |    | P  | A  |    |    |    |    |    | P  | A  |    |    |    | 4  | 4   |     |     |
| 6                   | BOX AC                 | DUSTING        | 0 | 4 | 0 | 0 |    |    |    |    | P  | A  |    |    |    |    |    | P  | X  |    |    |    |    |    |    | P  | A  |    |    |    |    |    | P  | X  |    | 4  | 2   |     |     |
| MUSHOLA OFFICE      |                        |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| 1                   | LANTAI MUSHOLLA        | WASHING        | 0 | 4 | 0 | 0 |    |    |    |    |    | P  | A  |    |    |    |    |    | P  | X  |    |    |    |    |    |    | P  | A  |    |    |    |    |    | P  | X  |    | 4   | 2   |     |
| Total Rencana :     |                        |                |   |   |   |   | 2  | 1  | 0  | 2  | 2  | 2  | 1  | 2  | 1  | 0  | 2  | 2  | 2  | 1  | 2  | 1  | 0  | 2  | 2  | 2  | 1  | 2  | 1  | 0  | 2  | 2  | 2  | 1  | 2  | 1  |     |     |     |
| Total Realisasi :   |                        |                |   |   |   |   | 2  | 1  | 0  | 1  | 2  | 2  | 1  | 2  | 1  | 0  | 2  | 2  | 0  | 1  | 2  | 1  | 0  | 2  | 2  | 2  | 1  | 2  | 1  | 0  | 2  | 2  | 0  | 1  | 2  | 1  | 43  | 38  | 88% |
| Tidak Terealisasi : |                        |                |   |   |   |   | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0   |     |     |
| Warna               | Keterangan             |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| P                   | : Planning             |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| A                   | : Actual / Terealisasi |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |
| X                   | : Tidak Terealisasi    |                |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |

PEKERJAAN : 39

REALISASI : 38

DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 1



Monthly : November





# **LAPORAN VISUALISASI PERIODIK**

| No | Tanggal    | Area           | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                            | Progress                                                                                                           | After                                                                                                               |
|----|------------|----------------|----------------|------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1  | 23-11-2024 | WAREHOUSE PADI | WASHING        | LANTAI VYNIL     |  <p>14:09:28<br/>23-Nov-2024</p> |  <p>14:10:10<br/>23-Nov-2024</p> |  <p>14:10:49<br/>23-Nov-2024</p> |



# 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

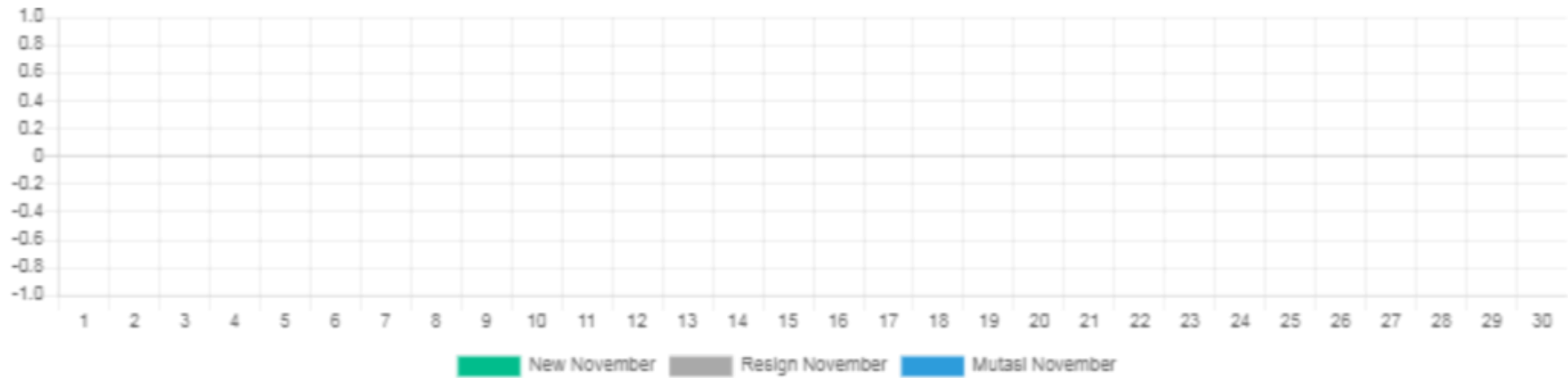
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : November





# LAPORAN MESIN

| No | Kode Mesin                 | Jenis Mesin                 | Merk Mesin | Foto Depan                                                                          | Foto Samping                                                                          | Status Baik | Status Rusak |
|----|----------------------------|-----------------------------|------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|--------------|
| 1  | CF1 - 2022- XXX-1          | COMPUTER SET AREA           | VENTURA    |    |    | -           | RUSAK        |
| 2  | CF1 - LAZ SAT FL - FS -001 | LOW SPEED POLISHER          | GADLEE     |    |    | BAIK        | -            |
| 3  | CF1 - LAZ SAT VC 20 -001   | DRY VACUUM CLEANER 20 LITER | INNOTECH   |   |   | BAIK        | -            |
| 4  | CF1 - LAZ SAT VC 20 -001   | DRY VACUUM CLEANER 20 LITER | INNOTECH   |  |  | BAIK        | -            |
| 5  | CF1 - LAZ SAT HF-0001      | HIGH PRESSURE               | LAVOR      |  |  | BAIK        | -            |
| 6  | CF1 - LAZ SAT EPSON L 3110 | PRINTER                     | EPSON      |  |  | BAIK        | -            |