

LAPORAN BULANAN CLEANING SERVICE

Proyek :
LAZADA INDONESIA - CAPITAL PLACE



Lazada

Periode :
NOVEMBER 2024

Disusun Oleh :
ARI SUSANTO
CS-SUPERVISOR

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 - CAPITAL PLACE

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

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	1036638	SRI BINTANG	CLEANER	HS	WD	OFF	HS	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	OFF	HS	HS	WD	
2	1036639	SUNANI	CLEANER	HP	WD	OFF	OFF	HS	HS	HS	HS	WD	OFF	HS	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	OFF	HP	HP	WD	
3	1036640	ABDUL ROZIK	CLEANER	HS	WD	OFF	HP	HS	HS	HS	HS	WD	OFF	HP																				
4	1036641	LUCKY RINALDIANSYAH	CLEANER	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HP	OFF	OFF	OFF	HP	HP	OFF	HP	HP	WD	
5	1036642	AGUS SUWANDI	CLEANER	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	OFF	HS	HS	WD	OFF	HP	HP	OFF	HP	HP	WD	
6	1036643	NANANG KASYADI	CLEANER	HP	WD	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HP	HS	HS	HS	WD	OFF	HP	HP	OFF	HS	HS	WD	
7	1036644	LUKMAN JUMAEDI	CLEANER	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	OFF	OFF	OFF	WD	
8	1036645	PRIYONO BIN PAIRIN	CLEANER	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HS	HS	OFF	OFF	OFF	HP	HS	HS	HS	WD	OFF	HS	HS	OFF	HS	HS	WD	
9	1036646	LUKMANUL HAKIM	CLEANER	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	OFF	HS	HS	WD	
10	1036647	INA YULIANA	CLEANER	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HS	HP	HP	HP	WD	OFF	OFF	OFF	OFF	HS	HS	WD	
11	1036649	ISWAN BASTIAN	CLEANER	HP	WD	OFF	HS	HP	HP	HP	HP	WD	OFF	HS	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HP	HP	OFF	HP	HP	WD	
12	13003420	ZULKARNAEN	HR-DRIVER	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	OFF	OFF	MD1	MD1	OFF	
13	1039613	FARIZTA AKBAR	CLEANER	HS	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HS	HS	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HS	HS	OFF	HS	HS	WD	
Total MP Shift Pagi:				7	0	0	6	7	7	7	7	0	0	7	7	7	7	7	0	0	5	6	5	6	5	0	0	6	5	0	5	5		
Total MP Shift Siang:				6	0	0	6	6	6	6	6	0	0	6	5	5	5	5	0	0	6	6	6	6	6	0	0	5	5	0	6	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:				0	1	13	1	0	0	0	0	2	13	0	0	0	0	0	0	2	12	1	0	1	0	1	2	12	1	2	12	1	1	1
Total MP :				13	1	13	13	13	13	13	2	13	13	12	12	12	12	12	2	12	12	12	12	12	12	12	2	12	12	12	12	12	1	

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	1036636	ARI SUSANTO	CS-SUPERVISOR	HS	WD	OFF	HP	HP	HP	HS	HS	WD	OFF	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	OFF	MD2	OFF	OFF	
2	1036637	USYANTO	CS-LEADER	HP	WD	OFF	HS	HS	HS	HP	HP	WD	OFF	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	OFF	OFF	MD2	WD	
Total MP Shift Pagi:				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	0	1	1	
Total MP Shift Siang:				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	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	2	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	2	1	1	1
Total MP :				2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2	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	1036636	CS-SUPERVISOR	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	O	O	23	0	0	0	7	0	0	0	-	
	ARI SUSANTO																																									
2	1036637	CS-LEADER	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	O	H	H	24	0	0	0	6	0	0	0	-	
	USYANTO																																									
3	1036638	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	1	5	0	0	0	-	
	SRI BINTANG								G																																	
4	1036639	CLEANER	H	H	O	O	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	24	0	0	1	6	0	0	0	-	
	SUNANI																G																									
5	1036640	CLEANER	A	A	O	A	A	A	A	A	A	O	A																				0	0	9	0	2	0	0	0	SUDAH_CLEARENSHEET	
	ABDUL ROZIK																																									
6	1036641	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	O	O	O	O	H	H	O	H	H	H	23	0	0	1	7	0	0	0	-
	LUCKY RINALDIANSYAH					G																																				
7	1036642	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	O	H	H	O	H	H	O	H	H	H	24	0	0	1	6	0	0	0	-		
	AGUS SUWANDI														G																											
8	1036643	CLEANER	H	H	O	H	H	H	H	H	O	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	O	H	H	H	24	0	0	1	6	0	0	0	-	
	NANANG KASYADI														G																											
9	1036644	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	O	O	H	23	0	0	1	7	0	0	0	-	
	LUKMAN JUMAEDI							G																																		
10	1036645	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	O	O	H	H	H	H	H	O	H	H	O	H	H	H	23	0	0	1	7	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		
	PRIYONO BIN PAIRIN		G																																								
11	1036646	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	1	5	0	0	0	-		
	LUKMANUL HAKIM								G																																		
12	1036647	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	O	O	O	H	H	H	23	0	0	1	7	0	0	0	-		
	INA YULIANA					G																																					
13	1036649	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	1	5	0	0	0	-		
	ISWAN BASTIAN											G																															
14	1039613	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	1	5	0	0	0	-		
	FARIZTA AKBAR															G																											
15	13003420	HR-DRIVER	A	O	O	A	A	A	A	A	O	O	A	A	A	H	H	O	O	A	A	A	A	A	O	O	H	O	O	H	H	O	5	0	14	0	11	0	0	0	-		
	ZULKARNAEN																																										
Total :																																	316	0	23	11	92	0	0	0			

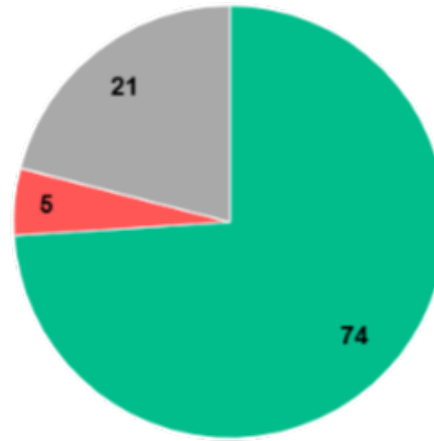
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	JAMALLUDIN			Nama
	2024-11-16 11:42:16	Tgl	Tgl	Tgl

TOTAL JADWAL : 457 MP

HADIR : 338 MP

OFF : 95 MP

TIDAK HADIR : 24 MP



Monthly : November

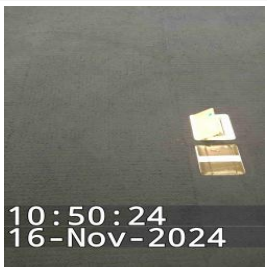


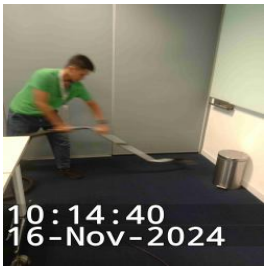
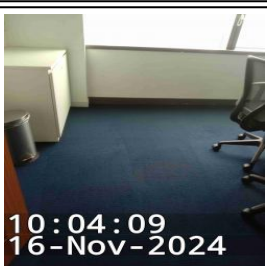


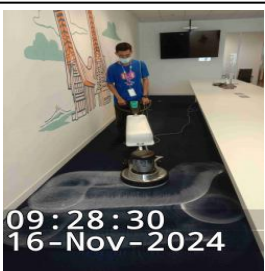
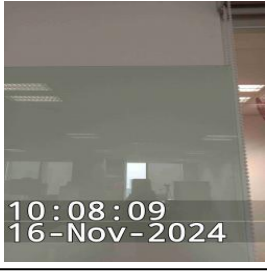
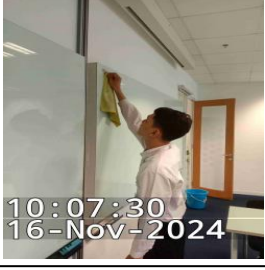
LAPORAN TABEL PERIODIK

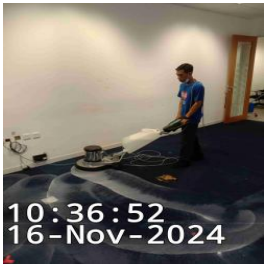
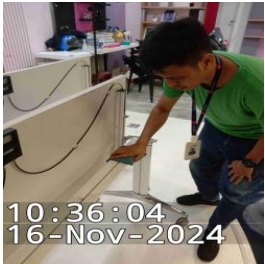


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-11-2024	SHIFT PAGI	POLISHING	MEJA	 08:37:15 16-Nov-2024	 08:37:44 16-Nov-2024	 12:54:06 16-Nov-2024
2	16-11-2024	SHIFT PAGI	POLISHING	KURSI	 08:38:11 16-Nov-2024	 08:38:38 16-Nov-2024	 10:41:56 16-Nov-2024
3	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM AMBON	 09:08:57 16-Nov-2024	 09:52:20 16-Nov-2024	 10:03:02 16-Nov-2024
4	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM BALI	 08:59:36 16-Nov-2024	 09:00:08 16-Nov-2024	 10:03:32 16-Nov-2024
5	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM BORNEO	 09:05:19 16-Nov-2024	 09:05:32 16-Nov-2024	 10:05:12 16-Nov-2024
6	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM DERAWAN	 10:08:43 16-Nov-2024	 10:09:11 16-Nov-2024	 10:50:24 16-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM FLORES	 10:27:24 16-Nov-2024	 10:27:51 16-Nov-2024	 10:43:40 16-Nov-2024
8	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM HALMAHERA	 09:57:21 16-Nov-2024	 10:14:40 16-Nov-2024	 12:50:29 16-Nov-2024
9	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM JAVA	 09:20:36 16-Nov-2024	 09:21:14 16-Nov-2024	 12:59:18 16-Nov-2024
10	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM KOMODO	 09:01:21 16-Nov-2024	 09:02:24 16-Nov-2024	 09:04:51 16-Nov-2024
11	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM KRAKATOA	 10:12:55 16-Nov-2024	 10:45:38 16-Nov-2024	 10:51:38 16-Nov-2024
12	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM LOMBOK	 09:29:51 16-Nov-2024	 09:30:52 16-Nov-2024	 10:04:09 16-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
13	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM SULAWESI	 09:27:21 16-Nov-2024	 09:28:30 16-Nov-2024	 09:47:50 16-Nov-2024
14	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM SUMATRA	 09:11:24 16-Nov-2024	 09:32:49 16-Nov-2024	 09:47:31 16-Nov-2024
15	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM TIMOR	 10:12:30 16-Nov-2024	 10:13:27 16-Nov-2024	 10:44:11 16-Nov-2024
16	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM WAKATOBI	 09:10:35 16-Nov-2024	 09:10:48 16-Nov-2024	 10:04:44 16-Nov-2024
17	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM BANGKA	 09:57:53 16-Nov-2024	 09:58:48 16-Nov-2024	 10:08:09 16-Nov-2024
18	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM SUMBA	 09:45:05 16-Nov-2024	 10:07:30 16-Nov-2024	 10:44:59 16-Nov-2024

No	Tanggal	Area	Item Pekerjaan	DetailPekerjaan	Before	Progress	After
19	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM MENTAWAI	 09:13:29 16-Nov-2024	 10:36:52 16-Nov-2024	 10:49:52 16-Nov-2024
20	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM PHONEBOTH	 10:35:38 16-Nov-2024	 10:36:04 16-Nov-2024	 10:38:22 16-Nov-2024
21	16-11-2024	SHIFT PAGI	SHAMPOOING CARPET	MEETING ROOM PHONEROOM	 10:22:58 16-Nov-2024	 10:24:34 16-Nov-2024	 10:51:08 16-Nov-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
14	1	0	0	1	14	7.14

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	1036640	ABDUL ROZIK	CLEANER	DIPULANGKAN KE HO	2024-11-12	-	-
MP BARU							
1	1040376	MUHAMMAD RIZKY	CLEANER	MP BARU	-	2024-11-16	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 2 MP

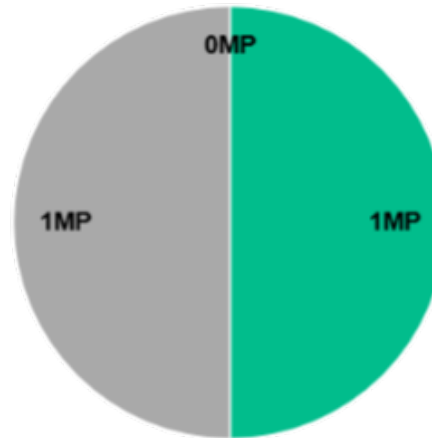
NEW : 1 MP

RESIGN : 1 MP

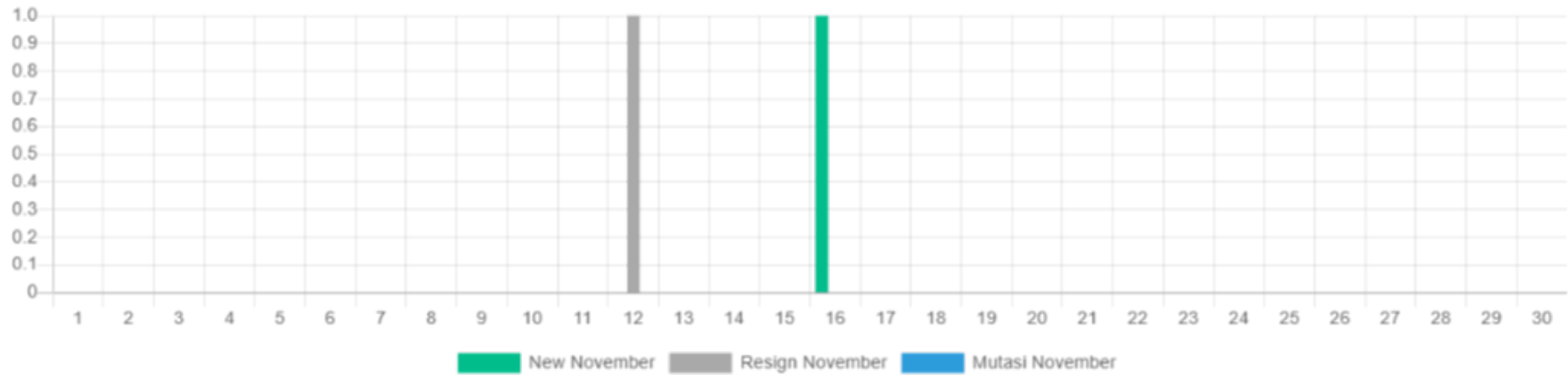
MUTASI : 0 MP

Pengawas : 0

CSO : 2



Monthly : November





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - VC15-2020-XII-0014	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
2	CF1 - VC15-2020-XII-0014	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
3	CF1 - VC15-2020-XII-0014	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
4	CF1 - VC15-2020-XII-0014	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
5	CF1 - TIDAK ADA NOMER MESIN	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
6	CF1 - TIDAK ADA NOMER MESIN	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1 - VC15-2020-XII-0015	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
8	CF1 - VC15-2020-XII-0008	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
9	CF1 - VC15-2020-XII-0008	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
10	CF1 - VC15-2020-XII-0008	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
11	CF1 - TIDAK ADA NOMER MESIN	LOW SPEED POLISHER	GOLDIE			BAIK	-
12	CF1 - TIDAK ADA NOMER MESIN	LOW SPEED POLISHER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1 - WBLD-2020-XII-0032	CARPET BLOWER	INNOTECH			BAIK	-
14	CF1 - TIDAK ADA NOMER MESIN	KABEL ROLL 50 METER	INNOTECH			BAIK	-
15	CF1 - TIDAK ADA NOMER MESIN	KABEL ROLL 50 METER	INNOTECH			BAIK	-