

LAPORAN BULANAN CLEANING SERVICE

Proyek :
THE STATURE JAKARTA



Periode :
NOVEMBER 2024

Disusun Oleh :
RENDI PERDIANSYAH PUTRA
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 THE STATURE JAKARTA

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

[illegible]

PENGAWAS

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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	1024038	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	H	H	H	H	26	0	0	0	4	0	0	0	-
	RENDI PERDIANSYAH PUTRA																																								
2	1030283	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	-
	ADE SAPUTRA																																								
3	1031000	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 IBROHIM																																								
4	1032017	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	-
	RIAN SYAHROJI																																								
5	1033108	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	-
	DAMAN HURYE																																								
6	1033505	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	-
	M.RAMDHANI																																								
7	1033543	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	26	0	0	0	4	0	0	0	-
	DEDE MUNAJAT																																								
8	1034065	CLEANER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	25	0	0	0	5	0	0	0	-
	RAY VAGENZA JURET																																								
9	1035579	CS-LEADER	H	O	H	H	H	H	H	O	h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	25	0	0	0	5	0	0	0	-
	FERI HIDAYATULOH																																								
10	1036037	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	O	H	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		
	INDRA PERMANA																																										
11	1038659	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	-		
	JODI																																										
12	1038820	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	-		
	CINTIA CHAERANI																																										
13	1040063	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	-		
	SASKYA ELIYANI																																										
Total :																																	334	0	0	0	56	0	0	0			

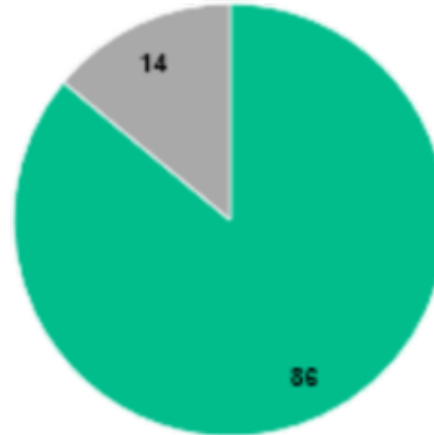
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ZIKRON	Ega		Nama
	2024-11-17 08:02:42	2024-11-20 10:22:41	Tgl	Tgl

TOTAL JADWAL : 390 MP

HADIR : 334 MP

OFF : 56 MP

TIDAK HADIR : 0 MP



Monthly : November





LAPORAN TABEL PERIODIK

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

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
EXTERNAL																																							
1	BRUSHING RETAIL FOUNTAIN	BRUSHING	0	4	0	0				P	A						P	A						P	A						P	A					4	4	
2	BRUSHING MANUAL TPS	BRUSHING MANUAL	0	4	0	0							P	A					P	A						P	A						P	A			4	4	
3	BRUSHING BASEMENT B1	BRUSHING	0	4	0	0				P	A						P	A						P	A						P	A					4	4	
4	GLASS CLEANING KACA LOBBY ASCOTT	GLASS CLEANING	0	4	0	0					P	A						P	A						P	A						P	A				4	4	
5	BRUSHING JALUR MOBIL	BRUSHING	0	4	0	0						P	A						P	A						P	A						P	A			4	4	
6	WALL CLEANING PILAR GRANIT RESSI	WALL CLEANING	0	4	0	0							P	A						P	A						P	A						P	A		4	4	
7	BRUSHING MANUAL RUBBERMAD JOGGING TRACK	BRUSHING MANUAL	0	4	0	0							P	A						P	A						P	A						P	A		4	4	
8	BRUSHING AREA PENDESTRAN	BRUSHING	0	5	0	0	P	A							P	A					P	A						P	A						P	A	5	5	
9	HIGH DUSTING SIGNAGE	HIGH DUSTING	0	5	0	0	P	A							P	A					P	A						P	A						P	A	5	5	
10	WALL CLEANING DINDING SISI ASCOTT	WALL CLEANING	0	5	0	0	P	A							P	A					P	A						P	A						P	A	5	5	
11	WALL CLEANING PILAR GRANIT SISI ASCOTT	WALL CLEANING	0	5	0	0	P	A							P	A					P	A						P	A						P	A	5	5	
12	BRUSHING POS 1	BRUSHING	0	5	0	0		P	A							P	A					P	A						P	A						P	A	5	5
13	BRUSHING DROP OFF LOBBY RESI	BRUSHING	0	5	0	0		P	A							P	A					P	A						P	A						P	A	5	5
14	BRUSHING POS 2	BRUSHING	0	4	0	0			P	A							P	A					P	A						P	A						4	4	
15	HIGH PRESSURE RAMP	HIGH PRESSURE	0	4	0	0			P	A							P	A					P	A						P	A						4	4	

[illegible]

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	A
LANTAI 5																																								
1	DRY VACUUMING KARPET GYM	DRY VACUUMING	0	4	0	0					P	A						P	A						P	A					P	A					4	4		
2	BRUSHING BALKON	BRUSHING	0	4	0	0					P	A						P	A						P	A					P	A					4	4		
3	DRY BUFFING LANTAI MARMER TOILET	BUFFING	0	0	1	0																											P	A			1	1		
4	BRUSHING KORIDOR GYM	BRUSHING	0	0	1	0																		P	A												1	1		
5	DRY BUFFING LANTAI MARMER MPR	BUFFING	0	0	1	0																					P	A									1	1		
6	GENERAL CLEANING RUANG POMPA	GENERAL CLEANING	0	5	0	0	P	A					P	A						P	A						P	A					P	A			5	5		
7	SPOTING PENGGORENGAN BBQ	SPOTING	0	4	0	0			P	A						P	A						P	A					P	A							4	4		
8	WALL CLEANING DINDING MARMER KORIDOR LIFT PRIVATE	WALL CLEANING	0	2	0	0									P	A												P	A								2	2		
9	BRUSHING KORIDOR LIFT PRIVATE	BRUSHING	0	4	0	0						P	A						P	A							P	A					P	A			4	4		
10	GC EXIT LANTAI 5	GENERAL CLEANING	0	4	0	0						P	A						P	A						P	A						P	A			4	4		
Total Rencana :							1	0	1	0	2	1	1	1	0	2	0	2	1	1	1	0	1	1	2	1	1	2	0	2	0	2	0	2	1	1	2	0		
Total Realisasi :							1	0	1	0	2	1	1	1	0	2	0	2	1	1	1	0	1	1	2	1	1	2	0	2	0	2	0	2	1	1	2	0	30	30
Tidak Terealisasi :							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	0	0	0	0		
Warna	Keterangan																																							
P	: Planning																																							
A	: Actual / Terealisasi																																							
X	: Tidak Terealisasi																																							

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	A	P
LANTAI 22																																									
1	WASHING MUSHOLAH B1	WASHING	0	4	0	0					P	A						P	A						P	A							P	A				4	4		
2	GENERAL CLEANING LIFT SERVICE	GENERAL CLEANING	0	4	0	0					P	A							P	A						P	A							P	A				4	4	
3	SPOTING DINDING ACP SHUTTLE LIFT	SPOTING	0	4	0	0						P	A							P	A						P	A							P	A				4	4
4	ROC STP BASEMENT B1	ROC	0	0	1	0															P	A																	1	1	
5	WASHING LANTAI REFUGEE	WASHING	0	4	0	0					P	A							P	A						P	A							P	A				4	4	
6	GC SHOW UNIT 27B & 29C	GENERAL CLEANING	0	5	0	0		P	A							P	A					P	A						P	A							P	A	5	5	
7	CLEANING ROOFTOP 32	GENERAL CLEANING	0	0	1	0																	P	A															1	1	
Total Rencana :							0	1	0	0	2	1	1	0	1	0	0	2	1	1	1	1	1	0	2	1	1	0	1	0	0	2	1	1	0	1		23	100%		
Total Realisasi :							0	1	0	0	2	1	1	0	1	0	0	2	1	1	1	1	1	0	2	1	1	0	1	0	0	2	1	1	0	1		23			
Tidak Terealisasi :							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	0	0	0	0			0
Warna	Keterangan																																								
P	: Planning																																								
A	: Actual / Terealisasi																																								
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Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi
X	: Tidak Terealisasi

PEKERJAAN : 188

REALISASI : 188

DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0

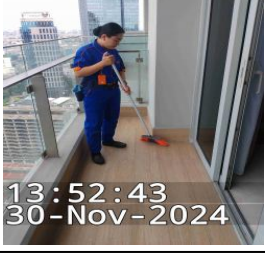


Monthly : November





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-11-2024	GROUND FLOOR (LOBBY)	GENERAL CLEANING	CLEANING ROOFTOP 27 ASKOT & KORIDOR 7-8 ASKOT	 13:13:24 30-Nov-2024	 13:13:40 30-Nov-2024	 13:32:44 30-Nov-2024
2	30-11-2024	GROUND FLOOR (LOBBY)	GENERAL CLEANING	GENERAL CLEANING TOILET OUTDOOR	 12:19:50 30-Nov-2024	 12:22:45 30-Nov-2024	 12:51:43 30-Nov-2024
3	30-11-2024	EXTERNAL	BRUSHING	BRUSHING POS 1	 19:38:15 30-Nov-2024	 19:54:16 30-Nov-2024	 20:18:37 30-Nov-2024
4	30-11-2024	EXTERNAL	BRUSHING	BRUSHING DROP OFF LOBBY RESI	 20:59:35 30-Nov-2024	 21:03:09 30-Nov-2024	 21:42:07 30-Nov-2024
5	30-11-2024	PODIUM (P2,P3,P3A)	BRUSHING MANUAL	BRUSHING MANUAL SPEEDBUMP & SALURAN AIR CARWASH P2	 11:18:19 30-Nov-2024	 11:21:18 30-Nov-2024	 11:49:31 30-Nov-2024
6	30-11-2024	LANTAI 22 & LIFT	GENERAL CLEANING	GC SHOW UNIT 27B & 29C	 13:52:28 30-Nov-2024	 13:52:43 30-Nov-2024	 14:00:27 30-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	30-11-2024	PODIUM (P2,P3,P3A)	BRUSHING MANUAL	BRUSHING MANUAL SPEEDBUMP & SALURAN AIR CARWASH P2	 11:17:25 30-Nov-2024	 11:22:07 30-Nov-2024	 11:49:07 30-Nov-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
13	0	0	0	0	13	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

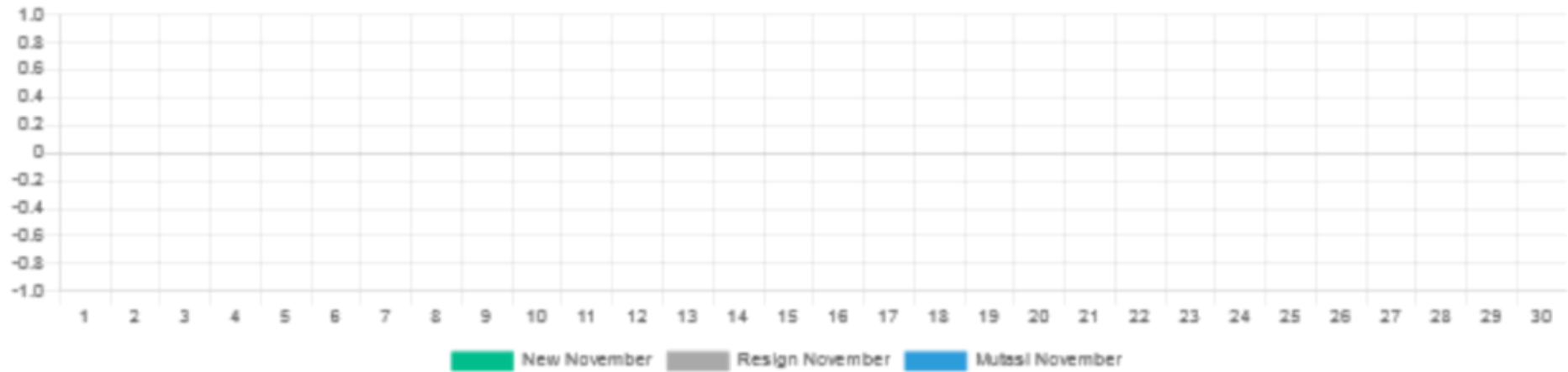
MUTASI : 0 MP

Pengawas : 0

CSO : 0

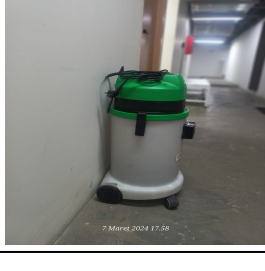
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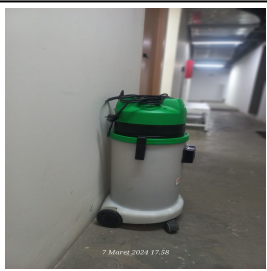
Monthly : November

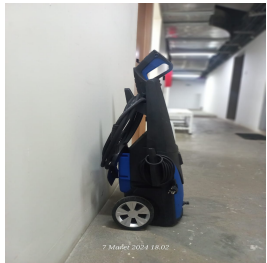
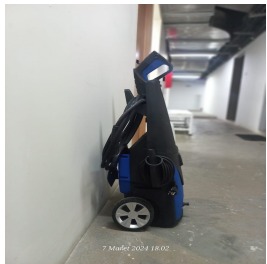
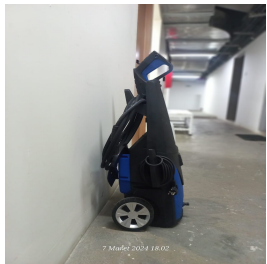
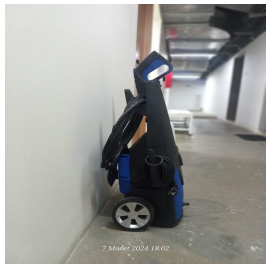




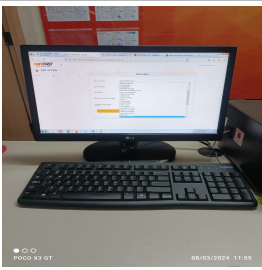
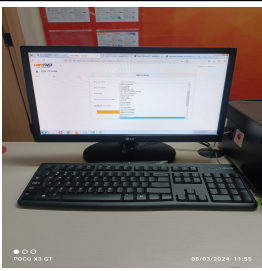
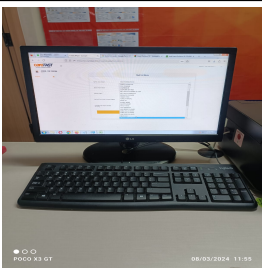
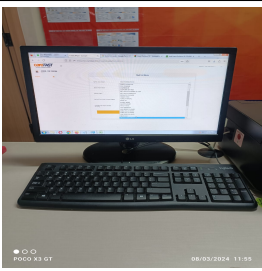
LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1 - VC602019IV0032	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
2	CF1 - VC602019IV0032	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
3	CF1 - VC602019IV0032	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
4	CF1 - VC602019IV0032	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
5	CF1 - VC3020210106	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
6	CF1 - VC3020210106	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1 - VC3020210106	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
8	CF1 - VC3020210106	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
9	CF1 - VC3020210106	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
10	CF1 - LOSP0001	LOW SPEED POLISHER	INNOTECH			BAIK	-
11	CF1 - LOSP0001	LOW SPEED POLISHER	INNOTECH			BAIK	-
12	CF1 - LOSP0001	LOW SPEED POLISHER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1 - LOSEP0001	LOW SPEED POLISHER	INNOTECH			BAIK	-
14	CF1 - LOSEP0001	LOW SPEED POLISHER	INNOTECH			BAIK	-
15	CF1 - APWVSB90P20082023	HIGH PRESSURE	KARCHER			BAIK	-
16	CF1 - APWVSB90P20082023	HIGH PRESSURE	KARCHER			BAIK	-
17	CF1 - APWVSB90P20082023	HIGH PRESSURE	KARCHER			BAIK	-
18	CF1 - APWVSB90P20082023	HIGH PRESSURE	KARCHER			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
19	CF1 - APWVSB90P20082023	HIGH PRESSURE	KARCHER			BAIK	-
20	CF1 - HP13122022	HAND POLISHER	SP			BAIK	-
21	CF1 - HP13122022	HAND POLISHER	SP			BAIK	-
22	CF1 - HP13122022	HAND POLISHER	SP			BAIK	-
23	CF1 - HT12092022	BATTERY HT	MOTOROLLA			BAIK	-
24	CF1 - HT12092022	BATTERY HT	MOTOROLLA			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
25	CF1 - HT12092022	BATTERY HT	MOTOROLLA			BAIK	-
26	CF1 - HT12092022	BATTERY HT	MOTOROLLA			BAIK	-
27	CF1 - SC12092022	COMPUTER SET AREA	LG			BAIK	-
28	CF1 - SC12092022	COMPUTER SET AREA	LG			BAIK	-
29	CF1 - SC12092022	COMPUTER SET AREA	LG			BAIK	-
30	CF1 - SC12092022	COMPUTER SET AREA	LG			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
31	CF1 - P12092022	PRINTER	EPSON			BAIK	-
32	CF1 - P12092022	PRINTER	EPSON			BAIK	-
33	CF1 - P12092022	PRINTER	EPSON			BAIK	-
34	CF1 - P12092022	PRINTER	EPSON			BAIK	-