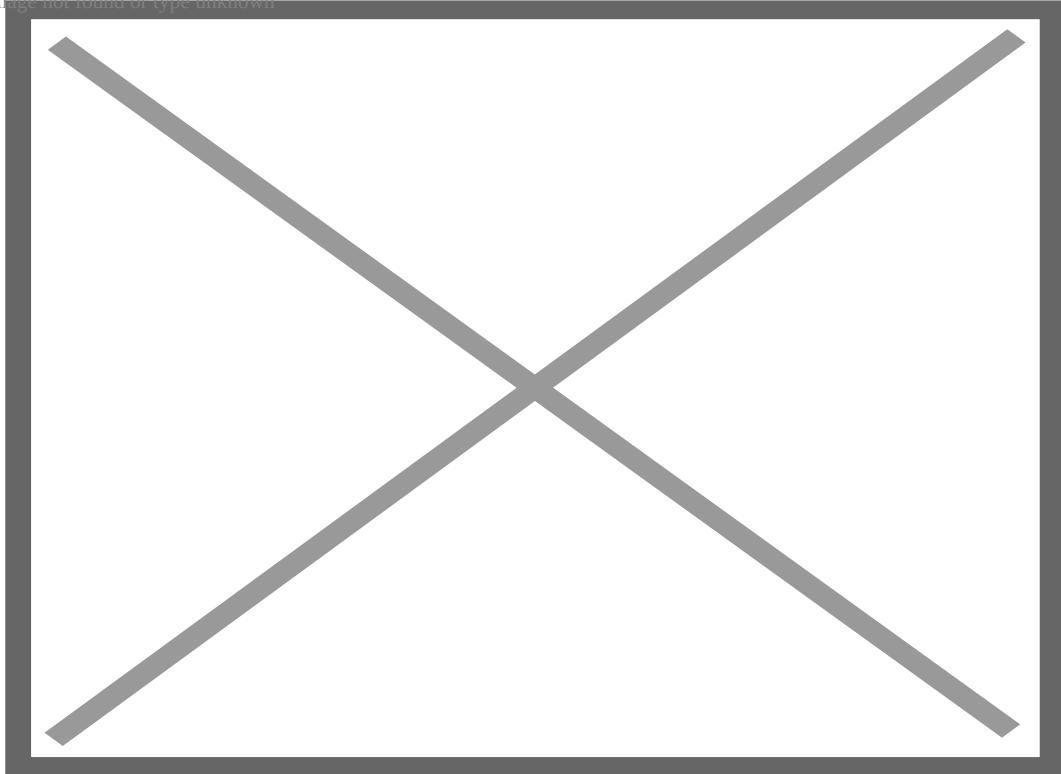


LAPORAN BULANAN CLEANING SERVICE

Proyek :
REGENTS SECONDARY SCHOOL

Image not found or type unknown



Periode :
NOVEMBER 2024

Disusun Oleh :
NI NYOMAN SUARTINI
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 REGENTS SECONDARY SCHOOL

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

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

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	3002104	WIHELMINA VOY	CLEANER	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	OFF	HP 2	MD2	MD2	HP 2	HP 2	HP 2	HP 2
2	3002358	EMILIA ANA AWANG	CLEANER	MD2	OFF	HP 2	MD2	MD2	MD2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	OFF
3	3001475	NI KADEK LIPUR	CLEANER	HP 1	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	HP 1	MD2	MD2	HP 1	OFF	OFF	MD2	HP 1	HP 1	MD2	MD2	HP 2	OFF	MD2	MD2	HP3	HP 1	HP 1	OFF
4	3001822	NI MADE DIAH CITRA ANGGRENI	CLEANER	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	MD2	HP 1	HP 1	MD2	HP 2	OFF	HP 1	MD2	MD2	HP 1	HP 1	OFF	HP 2	HP 1	HP 1	HP3	MD2	MD2	HP 2
5	3002226	NI NYOMAN SUTRISNI	CLEANER	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	MD2	MD2	OFF	HP 2	MD2	MD2	OFF	HP 2	HP 2	HP 2
6	3002346	NI KOMANG ARY TRISNA DEWI	CLEANER	MD2	OFF	HP 2	MD2	MD2	MD2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	MD2	MD2	MD4	OFF	MD2	MD2	MD2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP3	MD2	MD2	OFF
7	3001421	BRIGITA BEIYA BILI	CLEANER	HP 1	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	MD2	HP 2	HP 1	HP 1	HP 2
8	3001532	EDENTRUDIS SURYATI JAHUL	CLEANER	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	HP 1	HP 2	MD2	MD2	OFF
9	3002189	NI LUH DESIARTI	CLEANER	HP 1	OFF	HP 2	HP 1	HP 1	HP 1	MD2	MD2	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	HP 1	HP3	MD2	MD2	OFF
10	3002156	NI WAYAN SAMI	CLEANER	MD2	HP 2	OFF	MD2	MD2	MD2	HP 1	HP 1	OFF	HP 2	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	MD2	MD2	HP3	HP 1	HP 1	HP 2
11	3002308	JONIUS PUTRA BUNGSU	CLEANER	MD2	OFF	HP 2	MD2	MD2	MD2	HP 1	MD2	HP 2	OFF	MD2	MD2	MD2	HP 1	HP 1	HP 2	OFF	MD2	MD2	MD2	HP 1	MD2	HP 2	OFF	HP 1	MD2	HP 2	HP 1	MD2	OFF
12	3001830	I MADE SUMANATA	CLEANER	MD2	OFF	HP 2	MD2	MD2	HP 1	MD2	MD2	HP 2	OFF	HP 1	HP 1	HP 1	MD2	MD2	OFF	HP 2	HP 1	HP 1	HP 1	MD2	HP 1	HP 2	OFF	MD2	HP 1	HP3	MD2	HP 1	OFF
13	3002322	MANSUR SHIDDIQ	CLEANER	HP 1	HP 2	OFF	HP 1	HP 1	MD2	MD2	HP 1	HP 2	HP 2	MD2	MD2	MD2	MD2	MD4	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	HP 2	MD2	MD2	HP3	MD2	MD2	HP 2
Total MP Shift Pagi:				13	6	7	13	13	13	13	13	8	6	13	13	13	13	13	7	5	13	13	13	13	13	7	6	13	13	12	13	13	6
Total MP Shift Siang:				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 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	7	6	0	0	0	0	0	5	7	0	0	0	0	0	6	8	0	0	0	0	0	6	7	0	0	1	0		7
Total MP :				13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13

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
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[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	3001421	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	A	H	H	H	A	A	23	0	1	0	4	0	0	0	-
	BRIGITA BEIYA BILI																																								
2	3001475	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	O	H	H	H	A	A	H	O	H	H	H	H	A	O	21	0	2	0	6	0	0	0	-
	NI KADEK LIPUR																																								
3	3001477	CS-LEADER	H	O	H	H	O	h	H	H	H	O	H	O	O	h	H	H	H	H	H	H	H	H	H	O	H	H	H	[]	A	A	21	0	0	0	6	0	0	0	-
	NI NYOMAN SUARTINI																																								
4	3001532	CLEANER	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	[]	A	O	23	0	0	1	5	0	0	0	-
	EDENTRUDIS SURYATI JAHUL																																								
5	3001822	CLEANER	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	[]	A	A	23	0	0	1	4	0	0	0	-
	NI MADE DIAH CITRA ANGGRENI																																								
6	3001830	CLEANER	H	O	H	H	H	H	A	H	H	O	H	H	H	H	H	O	H	H	A	H	H	H	H	O	H	H	H	[]	A	O	21	0	2	0	5	0	0	0	-
	I MADE SUMANATA																																								
7	3002104	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	[]	A	A	23	0	0	0	4	0	0	0	-
	WIHELMINA VOY																																								
8	3002156	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	A	A	24	0	0	0	4	0	0	0	-
	NI WAYAN SAMI																																								
9	3002189	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	[]	A	O	23	0	0	0	5	0	0	0	-
	NI LUH DESIARTI																																								
10	3002226	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	[]	A	A	22	0	0	1	5	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			
	NI NYOMAN SUTRISNI																																											
11	3002308	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	H	H	A	O	24	0	0	1	5	0	0	0	-			
	JONIUS PUTRA BUNGSU																																											
12	3002322	CLEANER	H	H	O	H	H	H	H	H	A	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H		A	A	23	0	1	0	3	0	0	0	-			
	MANSUR SHIDDIQ																																											
13	3002346	CLEANER	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	A	H	H	H	H	H	O	H	H	H		A	O	22	0	1	1	5	0	0	0	-			
	NI KOMANG ARY TRISNA DEWI																																											
14	3002358	CLEANER	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H		A	O	23	0	0	0	5	0	0	0	-				
	EMILIA ANA AWANG																																											
Total :																															316	0	7	5	66	0	0	0						

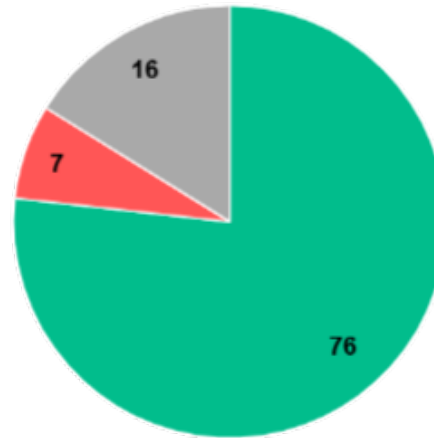
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	I KD FRADITA ADRIANA	SUKARNO		Nama
	2024-11-16 19:22:37	2024-11-18 09:57:45	Tgl	Tgl

TOTAL JADWAL : 425 MP

HADIR : 321 MP

OFF : 66 MP

TIDAK HADIR : 28 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		
GARDEN EXTERNAL																																						
1	SWEEPING AREA SLOKAN BELAKANG	SWEEPING	0	1	0	0	P	X																												1	0	
2	SWEEPING AREA LAPANGAN BASKET	SWEEPING	0	1	0	0											P	X																			1	0
ROOFTOP																																						
1	SWEEPING ROOFTOP ATAS GYM	SWEEPING	0	1	0	0			P	X																											1	0
2	SWEEPING ROOFTOP AREA ATAS LOBBY	SWEEPING	0	1	0	0											P	X																			1	0
TANGGA DARURAT																																						
1	DUSTING NODA KOTORAN BURUNG RAILLING BESI	DUSTING	0	1	0	0				P	A																										1	1
2	DUSTING NODA KOTORAN BURUNG RAILLING BESI TANGGA GYM	DUSTING	0	1	0	0				P	A																										1	1
TANGGA SISWA																																						
1	DUSTING RAILING BESI TANGGA SISWA	DUSTING	0	1	0	0												P	X																	1	0	
2	DUSTING TEMBOK TANGGA SISWA DARI NODA	DUSTING	0	1	0	0					P	X																									1	0
KORIDOR LANTAI 1,2,3																																						

[illegible]

[illegible]

[illegible]

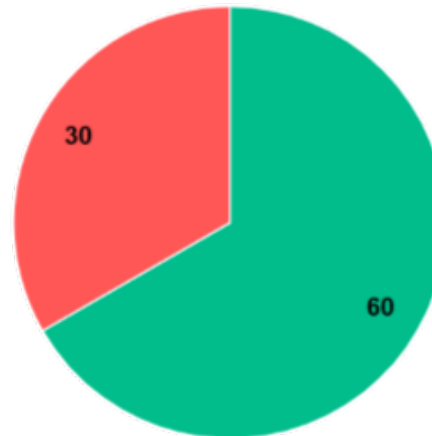
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REALISASI : 12

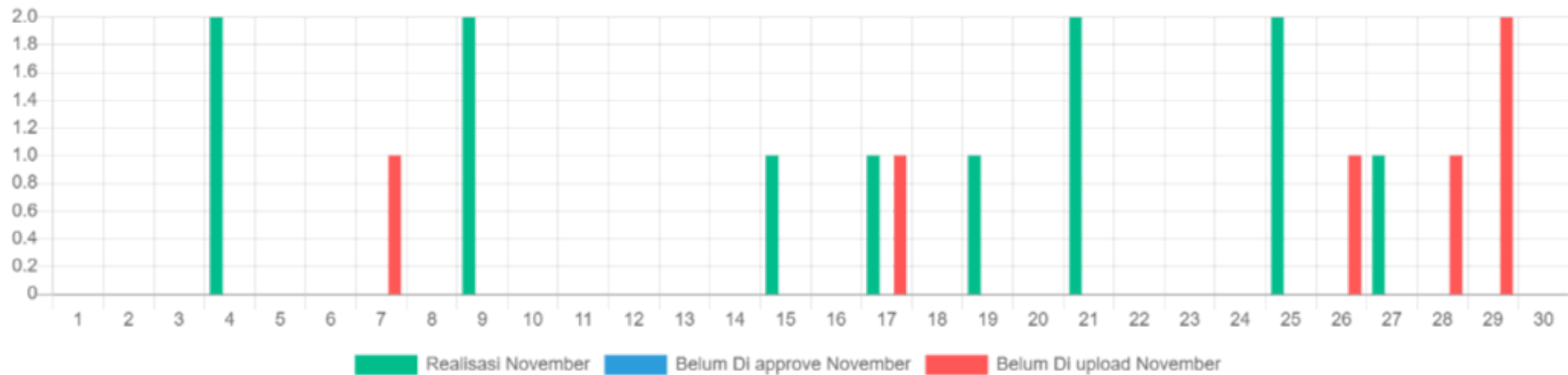
DIALIHKAN : 2

BELUM APPROVE : 0

BELUM UPLOAD : 6



Monthly : November





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-11-2024	REGENT SECONDARY SCHOOL	DUSTING	DUSTING NODA KOTORAN BURUNG RAILLING BESI			
2	04-11-2024	REGENT SECONDARY SCHOOL	DUSTING	DUSTING NODA KOTORAN BURUNG RAILLING BESI TANGGA GYM			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-11-2024	REGENT SECONDARY SCHOOL	WASHING	MANUAL WASHING STIKER PANAH KORIDOR LT 3			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-11-2024	REGENT SECONDARY SCHOOL	SPOTING	SPOTING MANUAL STAN LASS STAL PINTU KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-11-2024	REGENT SECONDARY SCHOOL	DUSTING	DUSTING LIST2 LANTAI ICT			



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

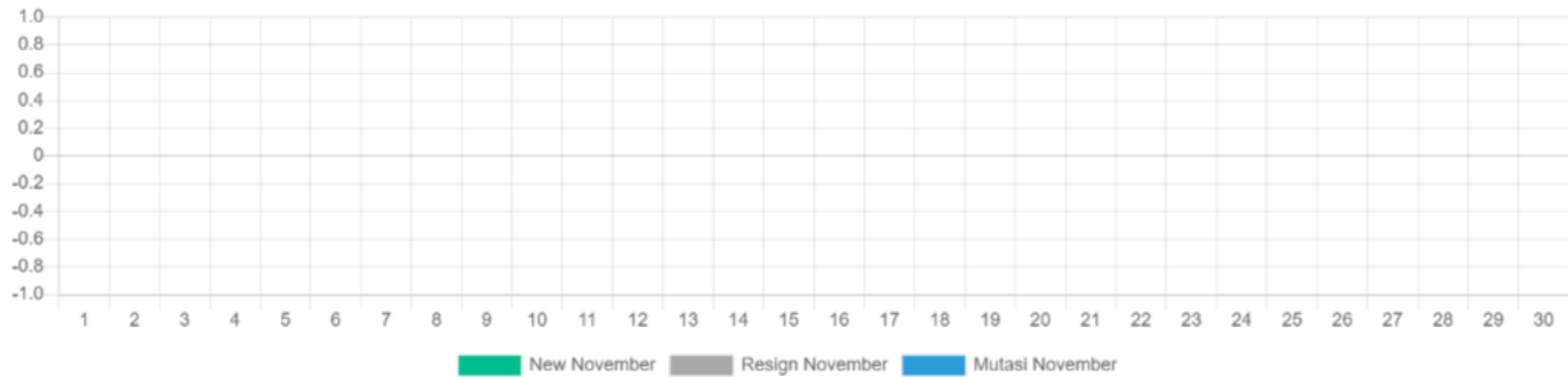
MUTASI : 0 MP

Pengawas : 0

CSO : 0

0MP

Monthly : November





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
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