

LAPORAN BULANAN CLEANING SERVICE

Proyek :
**POLITEKNIK NEGERI SEMARANG
(POLINES)**



Periode :
NOVEMBER 2024

Disusun Oleh :
**BAGAS WALUYO
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 POLITEKNIK NEGERI SEMARANG (POLINES)

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 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	5007895	ADITYA MUHAMAD GHOFUR	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
2	5008278	ATLAS RACHMAT SURDIANTO	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HP	MD1	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP	OFF	HP	HP	HP 1	
3	5007901	FILLEMON PRAMUDITA WAHYU PRATAMA	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
4	5009633	INDAH NOVITA AGUSTINA SANTOSO	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
5	5007903	RIZKA MAHMUDHAH	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
6	5010120	WAFIQ FAHMI	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
7	5004253	WUR PURNOMO	CLEANER	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
8	5008293	ANDI WINARNO	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HS1	MD1	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HS1	OFF	HS1	HS1	OFF	
9	5007902	FAHRUN NAFI	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
10	5007900	NIZAR AFIT NORROHMAN	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
11	5007897	RENATAN DIAZ ROMEO	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
12	5008962	SUTRISNO WIBOWO	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	HP	HP	HP 1	
13	5010121	TITIS RAMANDHANI	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
14	5010081	VICKY BRYAN PRATAMA	CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	HS1	HS1	OFF	
Total MP Shift Pagi:				7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	8	8	8	8	8	8	6	7	0	7	7	7	
Total MP Shift Siang:				7	0	0	7	7	7	7	7	0	0	7	7	7	7	7	0	0	7	6	6	6	6	0	0	6	7	0	7	7		
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	7	0	0	0	0	0	7	7	0	0	0	0	0	7	7	0	0	0	0	0	0	6	6	2	0	14	0		7
Total MP :				14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14

PENGAWAS

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LAPORAN REKAP ABSENSI

[illegible]

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			
10	5008278	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	h	H	H	H	H	H	O	H	O	H	H	H	25	0	0	1	5	0	0	0	-			
	ATLAS RACHMAT SURDIANTO															G																												
11	5008293	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	h	H	H	H	H	H	O	H	O	H	H	O	24	0	0	0	6	0	0	0	-				
	ANDI WINARNO																																											
12	5008962	CLEANER	H	h	O	H	H	H	H	H	O	H	[]	H	H	H	O	H	H	H	A	H	H	H	O	H	H	O	H	H	H	23	0	1	0	5	0	0	0	-				
	SUTRISNO WIBOWO																																											
13	5009633	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	A	H	O	H	H	H	24	0	1	1	5	0	0	0	-				
	INDAH NOVITA AGUSTINA SANTOSO															G																												
14	5010081	CLEANER	H	H	O	H	H	H	H	H	O	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	-				
	VICKY BRYAN PRATAMA																																											
15	5010120	CLEANER	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	-				
	WAFIQ FAHMI																																											
16	5010121	CLEANER	H	H	O	H	H	H	H	H	O	H	[]	H	H	H	O	H	H	H	H	H	H	O	H	H	H	O	H	H	O	23	0	0	0	6	0	0	0	-				
	TITIS RAMANDHANI																																											
Total :																																	385	0	5	3	88	0	0	0				

Keterangan :	Operation	OA	Check & Import Payroll	Verification
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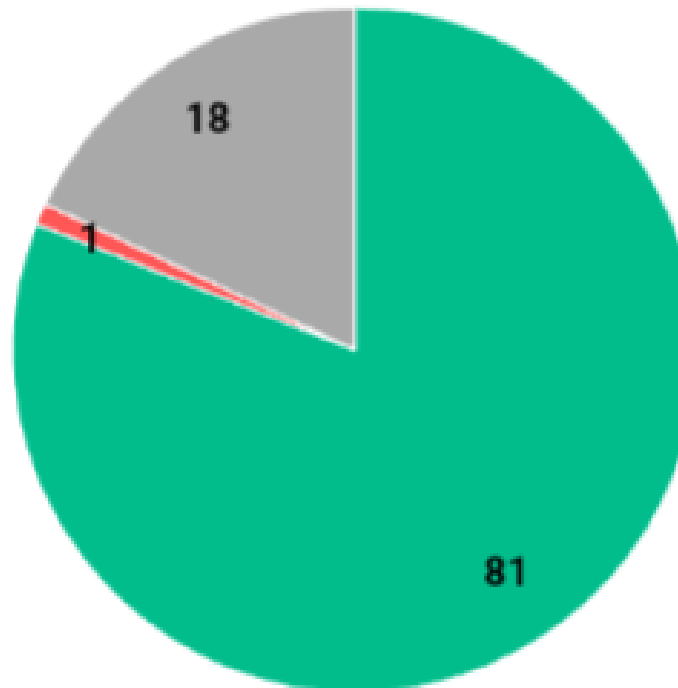
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIH MITRA		Nama
	2024-11-16 11:16:09	2024-11-18 14:04:11	Tgl	Tgl

JUMLAH JADWAL : 484 MP

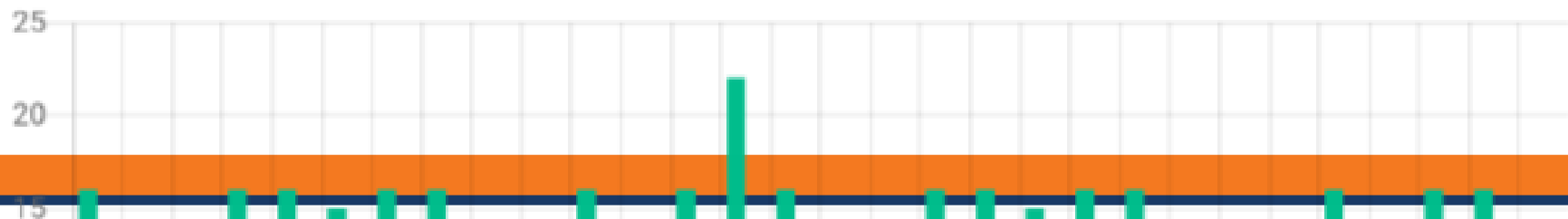
HADIR : 391 MP

MATI : 88 MP

TIDAK PUNYA : 5MP



Bulanan : 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		
LANTAI 2																																						
1	SPOTTING SUDUT2 LANTAI	SPOTTING	0	4	0	0					P	A						P	A						P	A					P	A				4	4	
2	WHASING TOILET	WHASING	0	3	0	0						P	A						P	A						P	A									3	3	
3	SWEEPING RUANG PANEL	SWEEPING	0	4	0	0			P	A							P	A						P	A					P	A					4	4	
4	DUSTING RELING	DUSTING	0	4	0	0			P	A							P	A						P	A					P	A					4	4	
5	SWEEPING TANGGA EXIT	SWEEPING	0	5	0	0		P	A							P	A						P	A					P	A					P	A	5	5
6	GLASS CLEANING KACA RELING	GLASS CLEANING	0	4	0	0				P	A							P	A						P	A					P	A					4	4
7	SPOTTING LIST KACA BLOK	SPOTTING	0	4	0	0				P	A							P	A						P	A					P	A					4	4
8	DUSTING RUANG PANEL	DUSTING	0	4	0	0							P	A						P	A						P	A					P	A			4	4
LANTAI 3																																						
1	GLASS CLEANING CERMIN KACA TOILET	GLASS CLEANING	0	3	0	0							P	A						P	A						P	A									3	3
2	DUSTING KURSI LORONG	DUSTING	0	5	0	0	P	A							P	A						P	A						P	A					P	A	5	5
3	SWEEPING TANGGA EXIT	SWEEPING	0	8	0	0				P	A	P	A					P	A	P	A				P	A	P	A				P	A	P	A		8	8
4	WHASING TOILET	WHASING	0	4	0	0								P	A						P	A						P	A					P	A		4	4
LANTAI 4																																						
1	SPOTTING LIST KACA	SPOTTING	0	4	0	0					P	A							P	A						P	A					P	A			4	4	
2	SPOTTING DINDING	SPOTTING	0	3	0	0						P	A							P	A						P	A								3	3	
3	WALL CLEANING DINDING LIFT	WALL CLINING	0	4	0	0				P	A								P	A						P	A					P	A				4	4

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2	SWEEPING TANGGA UTAMA	SWEEPING	0	9	0	0	P	A						P	A				P	A						P	A						P	A					P	A					9	9	
LANTAI 1																																															
1	DUSTING PINTU LORONG	DUSTING	0	3	0	0								P	A							P	A																					3	3		
2	WALL CLEANING TOILET	WALL CLINING	0	5	0	0		P	A							P	A						P	A						P	A										P	A	5	5			
3	MOPPING TANGGA EXIT	MOPPING	0	5	0	0	P	A							P	A						P	A						P	A										P	A	5	5				
4	GLASS CLEANING KACA BLOK	GLASS CLEANING	0	5	0	0	P	A							P	A						P	A						P	A										P	A	5	5				
5	CEILING	CEILING	0	5	0	0	P	A							P	A						P	A						P	A										P	A	5	5				
6	SPOTTING PILAR	SPOTTING	0	5	0	0	P	A							P	A						P	A						P	A										P	A	5	5				
7	WHASING TOILET	WHASING	0	4	0	0						P	A							P	A							P	A											P	A	4	4				
8	SPOTTING FULDRANT	SPOTTING	0	4	0	0								P	A							P	A						P	A										P	A	4	4				
EXTERIOR																																															
1	DUSTING PIPA HYDRANT	DUSTING	0	5	0	0	P	A							P	A						P	A						P	A											P	A	5	5			
2	GLASS CLEANING KACA EXTERIOR	GLASS CLEANING	0	5	0	0	P	A							P	A						P	A						P	A											P	A	5	5			
TOILET																																															
1	SPOTTING SUDUT2 LANTAI TOILET	SPOTTING	0	4	0	0								P	A													P	A													P	A	4	4		
Total Rencana :							10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	0	10	10	5	256	256	100%	
Total Realisasi :								10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	11	10	10	5	5	11	11	0	10	10	5	256	256	100%
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	0	0	0	0	0	0	
Warna	Keterangan																																														
P	: Planning																																														
A	: Actual / Terealisasi																																														
X	: Tidak Terealisasi																																														

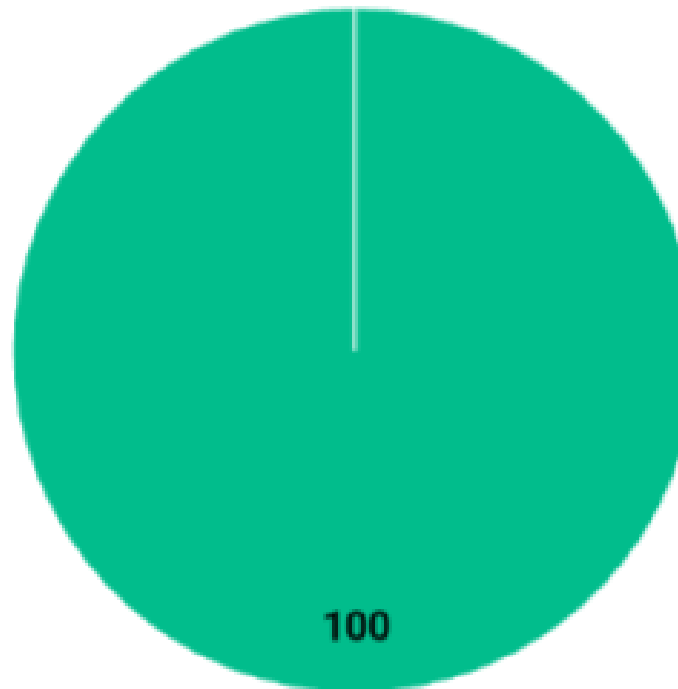
PEKERJAAN : 256

REALISASI : 256

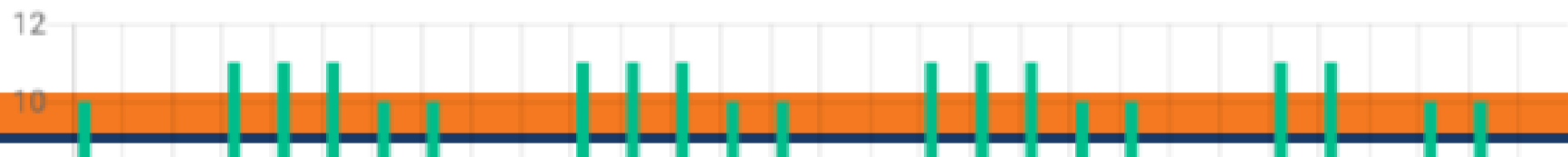
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BELUM APPROVE : 0

BELUM UPLOAD : 0

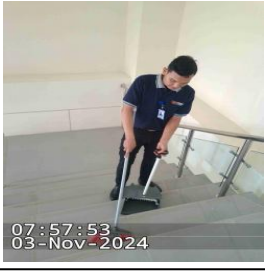
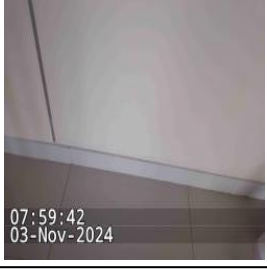
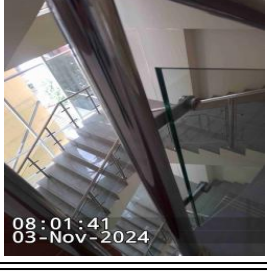


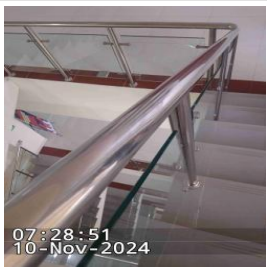
Monthly : November



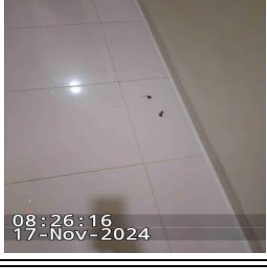
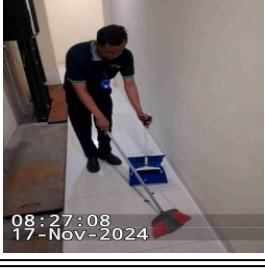
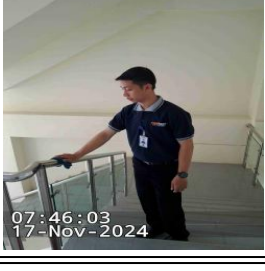
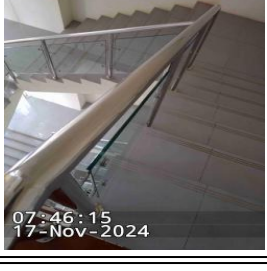


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-11-2024	POLITEKNIK NEGERI SEMARANG	GLASS CLEANING	GLASS CLEANING KACA RELING	 07:56:16 03-Nov-2024	 07:56:29 03-Nov-2024	 07:57:21 03-Nov-2024
2	03-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA UTAMA	 07:57:44 03-Nov-2024	 07:57:53 03-Nov-2024	 07:58:34 03-Nov-2024
3	03-11-2024	POLITEKNIK NEGERI SEMARANG	SPOTTING	SPOTTING DINDING	 07:58:49 03-Nov-2024	 07:59:27 03-Nov-2024	 07:59:42 03-Nov-2024
4	03-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING RUANG PANEL	 08:02:40 03-Nov-2024	 08:02:50 03-Nov-2024	 08:03:04 03-Nov-2024
5	03-11-2024	POLITEKNIK NEGERI SEMARANG	DUSTING	DUSTING RELING	 08:01:17 03-Nov-2024	 08:01:28 03-Nov-2024	 08:01:41 03-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-11-2024	POLITEKNIK NEGERI SEMARANG	GLASS CLEANING	GLASS CLEANING KACA RELING	 07:35:18 10-Nov-2024	 07:35:48 10-Nov-2024	 07:36:54 10-Nov-2024
2	10-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA UTAMA	 07:32:00 10-Nov-2024	 07:32:11 10-Nov-2024	 07:32:31 10-Nov-2024
3	10-11-2024	POLITEKNIK NEGERI SEMARANG	SPOTTING	SPOTTING DINDING	 07:32:52 10-Nov-2024	 07:33:01 10-Nov-2024	 07:34:09 10-Nov-2024
4	10-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING RUANG PANEL	 07:37:32 10-Nov-2024	 07:37:41 10-Nov-2024	 07:37:57 10-Nov-2024
5	10-11-2024	POLITEKNIK NEGERI SEMARANG	DUSTING	DUSTING RELING	 07:28:51 10-Nov-2024	 07:29:00 10-Nov-2024	 07:29:40 10-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA UTAMA	 14:02:37 16-Nov-2024	 14:03:22 16-Nov-2024	 14:04:02 16-Nov-2024
2	16-11-2024	POLITEKNIK NEGERI SEMARANG	DUSTING	DUSTING PINTU LORONG	 13:58:02 16-Nov-2024	 13:58:22 16-Nov-2024	 13:58:40 16-Nov-2024
3	16-11-2024	POLITEKNIK NEGERI SEMARANG	SPOTTING	SPOTTING FULDRANT	 13:59:30 16-Nov-2024	 13:59:48 16-Nov-2024	 14:01:05 16-Nov-2024
4	16-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA EXIT	 13:52:49 16-Nov-2024	 13:53:15 16-Nov-2024	 13:53:46 16-Nov-2024
5	16-11-2024	POLITEKNIK NEGERI SEMARANG	WALL CLINING	WALL CLEANING TOILET	 13:56:09 16-Nov-2024	 13:56:30 16-Nov-2024	 13:56:56 16-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-11-2024	POLITEKNIK NEGERI SEMARANG	GLASS CLEANING	GLASS CLEANING KACA RELING	 07:46:27 17-Nov-2024	 07:46:38 17-Nov-2024	 07:47:03 17-Nov-2024
2	17-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA UTAMA	 07:47:21 17-Nov-2024	 07:47:30 17-Nov-2024	 07:47:52 17-Nov-2024
3	17-11-2024	POLITEKNIK NEGERI SEMARANG	SPOTTING	SPOTTING DINDING	 08:22:58 17-Nov-2024	 08:23:10 17-Nov-2024	 08:24:18 17-Nov-2024
4	17-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING RUANG PANEL	 08:26:16 17-Nov-2024	 08:27:08 17-Nov-2024	 08:27:22 17-Nov-2024
5	17-11-2024	POLITEKNIK NEGERI SEMARANG	DUSTING	DUSTING RELING	 07:45:51 17-Nov-2024	 07:46:03 17-Nov-2024	 07:46:15 17-Nov-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA UTAMA	 14:21:54 23-Nov-2024	 14:22:18 23-Nov-2024	 14:23:29 23-Nov-2024
2	23-11-2024	POLITEKNIK NEGERI SEMARANG	DUSTING	DUSTING PINTU LORONG	 14:24:25 23-Nov-2024	 14:24:47 23-Nov-2024	 14:25:21 23-Nov-2024
3	23-11-2024	POLITEKNIK NEGERI SEMARANG	SPOTTING	SPOTTING FULDRANT	 14:40:05 23-Nov-2024	 14:40:41 23-Nov-2024	 14:41:31 23-Nov-2024
4	23-11-2024	POLITEKNIK NEGERI SEMARANG	SWEEPING	SWEEPING TANGGA EXIT	 14:42:06 23-Nov-2024	 14:42:20 23-Nov-2024	 14:42:38 23-Nov-2024
5	23-11-2024	POLITEKNIK NEGERI SEMARANG	WALL CLINING	WALL CLEANING TOILET	 14:43:14 23-Nov-2024	 14:43:29 23-Nov-2024	 14:43:51 23-Nov-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
16	0	0	3	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							
1	5007904	SITI SOLIHATUN	CLEANER	MP DIPINDAHKAN	-	2024-11-15	-
2	5007893	RIZKI WAHYU JUL	CLEANER	MP DIPINDAHKAN	-	2024-11-15	-
3	5007896	MEY PRASETYO SA	CS_SENIOR_CLEANER	MP DIPINDAHKAN	-	2024-11-22	-

JUMLAH : 3MP

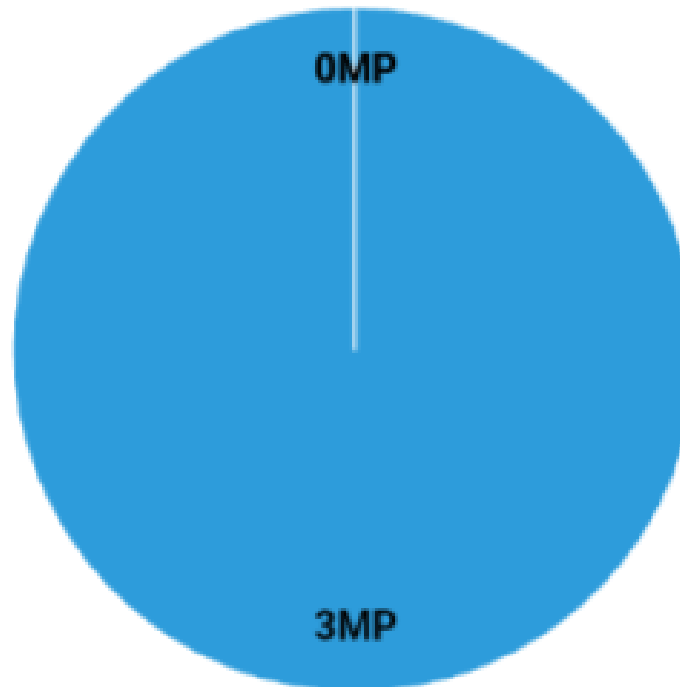
BARU : 0MP

MENGUNDURKAN DIRI : 0 MP

MUTASI : 3 MP

Pengawas : 0

CSO : 3



Bulanan : November

