

LAPORAN BULANAN CLEANING SERVICE

Proyek :
LAND S END PIK2



Periode :
NOVEMBER 2025

Disusun Oleh :
MUHAMAD JAPARUDIN
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 LAND S
END PIK2**

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 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	1022060	AKBAR SAPULAH	CLEANER	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	
2	1029149	NUR INDAH FITRIYAH	CLEANER	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	
3	1033568	NAFIKA AYU SAFRIYANANDA	CS_SENIOR_CLEANER	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP																		
4	1036163	YUZRIL RAFLI ARFIANDI	CLEANER	HP	OFF	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP		OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP
5	1037498	RAMA MAULANA	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS
6	1039071	AHMAD SYAHRONI	CLEANER	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS
7	1039411	HASAN BASRI	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP
8	1040181	MARSIDI	CLEANER	OFF	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	HP	HP	HP
9	1041115	HAPIPUDIN	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS
10	1041543	ARISKI	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF
11	1041598	SITI NURANNISA	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS
12	1041599	RATNA SARI	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS
13	1041600	SAHRIL MAULANA	CLEANER	HP	HP	HP	HP	OFF	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP 1	HP	HP	OFF	HP
14	1044715	SOLEH SOLEH	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS
15	1045096	ANDRI HARIYANTO	CLEANER	HS	OFF	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS
16	1045642	KRISTIA WATI HANDAYANI	CLEANER															HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	
Total MP Shift Pagi:				6	6	5	6	5	6	6	6	7	5	6	6	5	5	5	7	5	6	6	6	6	6	7	5	6	6	6	6	6	7	
Total MP Shift Siang:				7	6	7	6	7	7	6	8	7	7	6	7	7	6	8	7	7	6	7	7	6	8	7	7	6	7	7	6	8	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	0		
Total MP Libur:				2	3	3	3	3	2	3	1	1	3	3	2	2	3	1	1	3	3	2	2	3	1	1	3	3	2	2	3	1	1	
Total MP :				15	15	15	15	15	15	15	15	15	15	15	15	14	14	14	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

PENGAWAS

[illegible]

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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	1022060	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	-
	AKBAR SAPULAH																																								
2	1029019	CS-LEADER	H	H	H	A	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	25	0	1	0	4	0	0	0	-
	BAHRUL HIKAM																																								
3	1029149	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	-
	NUR INDAH FITRIYAH																																								
4	1033568	CLEANER	h	H	O	A	H	H	H	H	H	O	H	H	A																		9	0	2	0	2	0	0	0	-
	NAFIKA AYU SAFRIYANANDA																																								
5	1036161	CS-LEADER	H	H	H	H	O	A	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	25	0	1	0	4	0	0	0	-
	MUHAMAD JAPARUDIN																																								
6	1036163	CLEANER	H	O	H	H	H	H	O	H	H	H	H	H	A	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	24	0	1	0	5	0	0	0	-
	YUZRIL RAFLI ARFIANDI																																								
7	1037498	CLEANER	H	H	A	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	25	0	1	0	4	0	0	0	-
	RAMA MAULANA																																								
8	1039071	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	-
	AHMAD SYAHRONI																																								
9	1039411	CLEANER	H	A	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	25	0	1	0	4	0	0	0	-
	HASAN BASRI																																								
10	1040181	CLEANER	O	H	H	H	H	O	H	H	H	H	H	H	O	H	H	A	H	H	H	O	H	H	H	H	H	H	O	H	H	H	24	0	1	0	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		
	MARSIDI																																										
11	1041115	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	-		
	HAPIPUDIN																																										
12	1041543	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	H	H	H	H	O	25	0	0	0	5	0	0	0	-		
	ARISKI																																										
13	1041598	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	-		
	SITI NURANNISA																																										
14	1041599	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	H	H	H	H	26	0	0	0	4	0	0	0	-		
	RATNA SARI																																										
15	1041600	CLEANER	H	H	H	H	O	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	-		
	SAHRIL MAULANA																																										
16	1044715	CLEANER	O	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	25	0	0	0	5	0	0	0	-		
	SOLEH SOLEH																																										
17	1045096	CLEANER	H	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	25	0	0	0	5	0	0	0	-			
	ANDRI HARIYANTO																																										
Total :																																	413	0	8	0	72	0	0	0			

Keterangan :	Operation	OA	Check & Import Payroll	Verification
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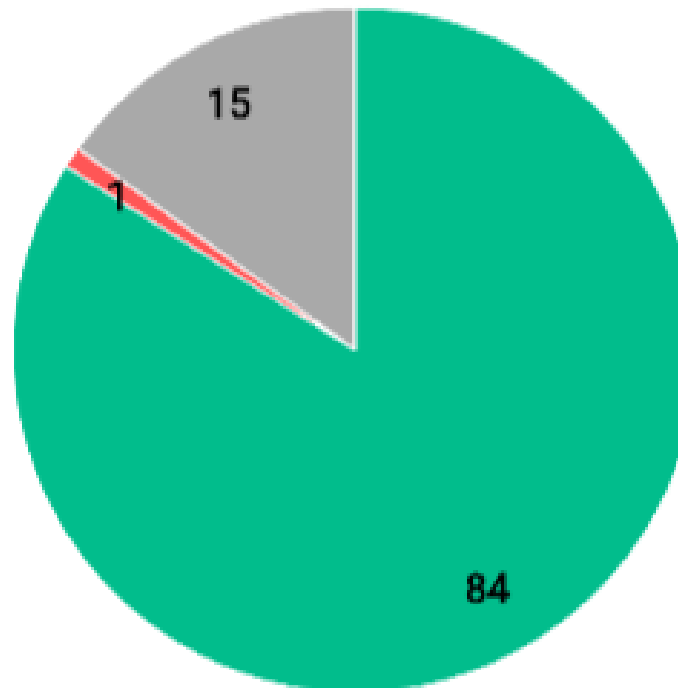
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	RENDI WINATA	ADMIN OA - KARIN		Nama
	2025-11-16 15:25:31	2025-11-19 15:39:25	Tgl	Tgl

TOTAL JADWAL : 507 MP

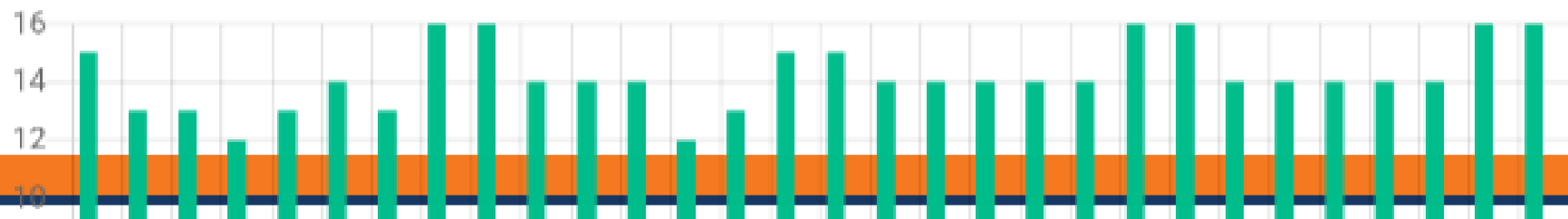
HADIR : 426 MP

OFF : 74 MP

TIDAK HADIR : 7 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																																
							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	MG																																		
							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	A																												
TOILET MANAGEMENT - STAFF																																																																						
1	CEILING	R.O.C	0	3	0	0													P	A						P	A						P	A				3	3																															
2	CUP LAMPU	DUSTING	0	3	0	0														P	A						P	A						P	A				3	3																														
3	EXHAUST FAN	DUSTING	0	2	0	0																	P	A						P	A								2	2																														
4	DINDING	WALL CLEANING	0	2	0	0																		P	A						P	A							2	2																														
5	PINTU KUBIKAL	WALL CLEANING	0	2	0	0																		P	A						P	A							2	2																														
6	KACA	GLASS CLEANING	0	3	0	0													P	A						P	A					P	A						3	3																														
7	WASTAFEL	POLISHING	0	3	0	0														P	A						P	A						P	A					3	3																													
8	URINAL	POLISHING	0	2	0	0																	P	A						P	A									2	2																													
9	CLOSET	POLISHING	0	2	0	0																		P	A					P	A									2	2																													
10	KIPAS ANGIN	POLISHING	0	2	0	0																		P	A						P	A								2	2																													
11	JANITOR	GENERAL CLEANING	0	3	0	0													P	A						P	A						P	A						3	3																													
MUSHOLLA																																																																						
1	CEILING	DUSTING	0	2	0	0																	P	A						P	A									2	2																													
2	CUP LAMPU	DUSTING	0	2	0	0																		P	A					P	A										2	2																												
3	EXHAUST FAN	DUSTING	0	2	0	0																			P	A					P	A									2	2																												
4	DINDING	WALL CLEANING	0	3	0	0													P	A						P	A					P	A								3	3																												
5	RAK	WALL CLEANING	0	3	0	0														P	A					P	A						P	A							3	3																												
6	KACA	GLASS CLEANING	0	2	0	0																	P	A						P	A										2	2																												
7	TEMPAT WUDHU	GENERAL CLEANING	0	2	0	0																		P	A					P	A										2	2																												
OFFICE MANAGEMENT																																																																						
1	CEILING	DUSTING	0	2	0	0																			P	A					P	A									2	2																												
2	CUP LAMPU	DUSTING	0	3	0	0													P	A						P	A					P	A								3	3																												
3	EXHAUST FAN	DUSTING	0	3	0	0														P	A						P	A						P	A							3	3																											
4	DINDING	WALL CLEANING	0	2	0	0																	P	A						P	A											2	2																											
5	KACA	GLASS CLEANING	0	2	0	0																		P	A						P	A										2	2																											
6	MEJA DAN KURSI	POLISHING	0	2	0	0																		P	A						P	A										2	2																											
7	DISPENSER	POLISHING	0	3	0	0													P	A						P	A					P	A									3	3																											
8	LEMARI	POLISHING	0	3	0	0														P	A						P	A						P	A							3	3																											
TPS ZONA TIMUR																																																																						

[illegible]

TPS ZONA BARAT

[illegible]

**CORRIDOR & ENTRANCE SISI
TIMUR**

[illegible]

[illegible]

[illegible]

AREA BEACH SISI TIMUR

[illegible]

**AREA PARKIR MOBIL SISI
BARAT**

[illegible]

AREA PARKIR MOBIL SISI TIMUR																																															
1	KANSTIN	BRUSHING MANUAL	0	3	0	0														P	A							P	A													3	3				
2	CAR STOPPER	BRUSHING MANUAL	0	2	0	0															P	A							P	A														2	2		
3	PLANTER BOX	POLISHING	0	2	0	0																P	A								P	A													2	2	
4	LAMPU TAMAN	POLISHING	0	2	0	0																	P	A								P	A												2	2	
5	TEMPAT SAMPAH	WASHING	0	3	0	0														P	A								P	A															3	3	
6	GULMA	STRIPING	0	3	0	0															P	A								P	A														3	3	
7	GUTTER	BRUSHING MANUAL	0	2	0	0																P	A							P	A														2	2	
8	LOGO LANDS END	POLISHING	0	2	0	0																P	A								P	A													2	2	
AREA PARKIR MOTOR																																															
1	KANSTIN	BRUSHING MANUAL	0	2	0	0																	P	A							P	A														2	2
2	CAR STOPPER	BRUSHING MANUAL	0	3	0	0															P	A									P	A														3	3
3	PLANTER BOX	POLISHING	0	3	0	0																P	A									P	A													3	3
4	LAMPU TAMAN	POLISHING	0	2	0	0																	P	A								P	A													2	2
5	TEMPAT SAMPAH	WASHING	0	2	0	0																	P	A									P	A												2	2
6	GULMA	STRIPING	0	3	0	0																P	A										P	A												3	3
Total Rencana :			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	24	0	0	25	25	24	26	24	0	0	25	25	24	26	24	0	0	0	0	298	298	100%				
Total Realisasi :			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	24	0	0	25	25	24	26	24	0	0	25	25	24	26	24	0	0	0	0	298	298	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	0	0	0	0	0	
Warna	Keterangan																																														
P	: Planning																																														
A	: Actual / Terealisasi																																														
X	: Tidak Terealisasi																																														

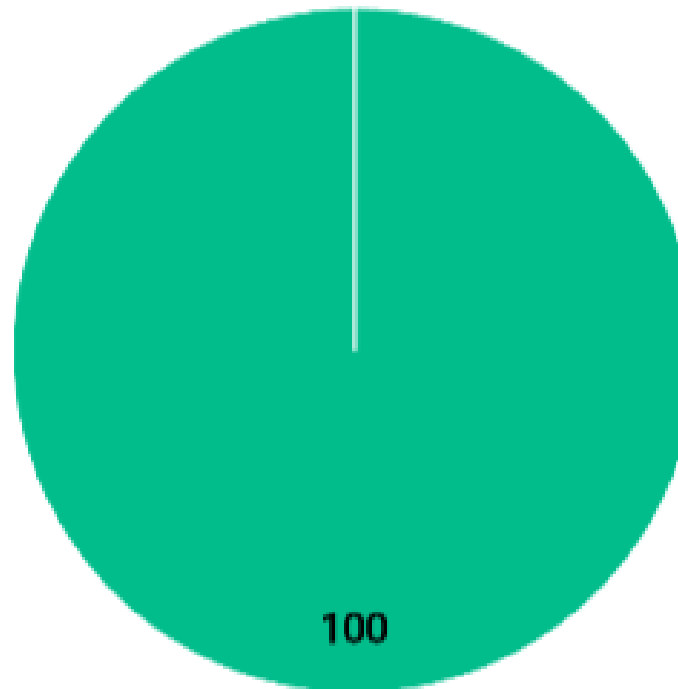
PEKERJAAN : 298

REALISASI : 298

DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : November





LAPORAN VISUALISASI PERIODIK