

LAPORAN BULANAN CLEANING SERVICE

Proyek :
ORANGE GROOVES PIK2



Periode :
NOVEMBER 2025

Disusun Oleh :
RISWAN HERDIANTO
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 ORANGE GROOVES 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	1038052	AVIRNI FUJA RIAUDI	CLEANER	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	HP	
2	1043862	NUR YASINTA	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	1045026	SABAN AYADI	CS_SENIOR_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	MD1	HP	HP	HP	OFF	
4	1041016	AHMAD SAIPULOH	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	MD1	HP	HP	OFF	HP	
5	1037901	MUHAMAD SYAHRIR	CLEANER	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	HP	HP	OFF	HP	HP	
6	1045461	LULU SAFIRA	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	
7	1036206	NUR INDAH SARI	CLEANER	HS	HS	HS	OFF	HS	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	
8	1037349	AHMAD MUDINI	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	HS	OFF	HS	HS	
9	1036230	M ROBIN SUHERMAN	CLEANER	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	
10	1037500	SUKMAWIJAYA	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	
Total MP Shift Pagi:				5	5	4	4	3	4	5	5	5	4	4	3	4	5	5	5	4	4	3	4	5	5	5	4	4	5	4	5	4	4	
Total MP Shift Siang:				5	5	4	4	4	3	5	5	5	4	4	3	4	5	5	5	4	4	3	4	5	5	5	4	4	4	4	4	4	5	5
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	2	3	3	0	0	0	2	2	4	2	0	0	0	2	2	4	2	0	0	0	2	2	1	2	1	1	1	
Total MP :				10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10

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	1037046	AHMAD Jaelani	CS-LEADER	HP	HP	OFF	HL	HP	HP	HP	HP	HP	OFF	HL	HP	HP	HP	HP	HP	OFF	HL	HP	HP	HP	HP	HP	OFF	HL	HP	HP	HP	HP	HP
2	1037170	RISWAN Herdianto	CS-LEADER	HS	HS	HL	OFF	HS	HS	HS	HS	HS	HL	OFF	HS	HS	HS	HS	HS	HL	OFF	HS	HS	HS	HS	HS	HL	OFF	HS	HS	HS	HS	HS
Total MP Shift Pagi:				1	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	1	1	1
Total MP Shift Siang:				1	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	1	1	1
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	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0		
Total MP :				2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2



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	1036206	CLEANER	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	H	H	H	H	26	0	0	0	4	0	0	0	-
	NUR INDAH SARI																																								
2	1036230	CLEANER	H	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	25	0	1	0	4	0	0	0	-
	M ROBIN SUHERMAN																																								
3	1037046	CS-LEADER	H	H	O	H	H	A	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	25	0	1	0	4	0	0	0	-	
	AHMAD Jaelani																																								
4	1037170	CS-LEADER	H	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	H	H	26	0	0	0	4	0	0	0	-	
	RISWAN HERDIANTO																																								
5	1037349	CLEANER	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	H	O	H	H	26	0	0	0	4	0	0	0	-	
	AHMAD MUDINI																																								
6	1037500	CLEANER	H	H	H	H	H	O	H	H	H	H	O	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	-	
	SUKMAWIJAYA																																								
7	1037901	CLEANER	H	H	H	H	H	O	H	H	H	H	A	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	A	H	24	0	2	0	4	0	0	0	-
	MUHAMAD SYAHRIR																																								
8	1038052	CLEANER	H	H	O	H	H	H	H	H	H	O	A	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	25	0	1	0	4	0	0	0	-	
	AVIRNI FUJA RIAUDI																																								
9	1041016	CLEANER	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	H	H	O	H	25	0	1	0	4	0	0	0	-	
	AHMAD SAIPULOH																																								
10	1043862	CLEANER	H	H	H	O	H	H	H	H	H	H	O	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	-	

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			
	NUR YASINTA																																											
11	1045026	CS_SENIOR_CLEANER	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	H	H	H	H	O	25	0	1	0	4	0	0	0	-			
	SABAN AYADI																																											
12	1045461	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	26	0	0	0	4	0	0	0	-			
	LULU SAFIRA																																											
Total :																																305	0	7	0	48	0	0	0					

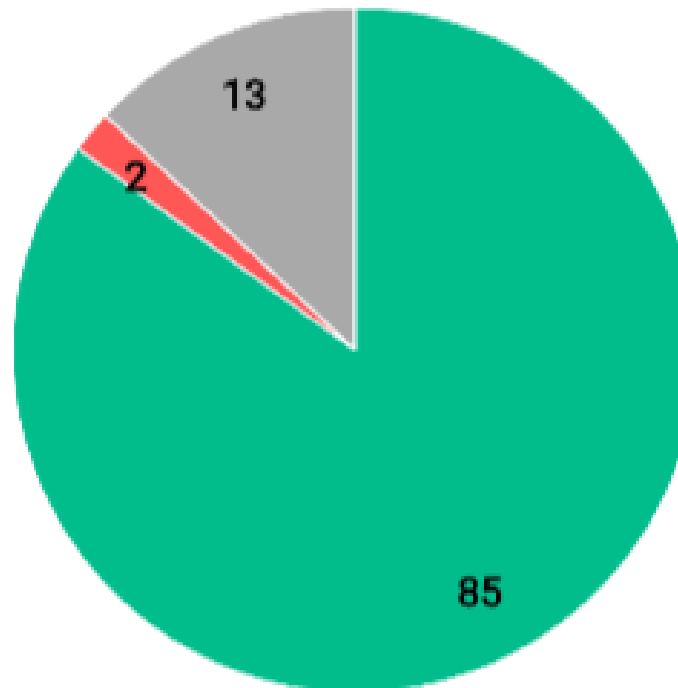
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	RENDI WINATA	ADMIN OA - KARIN		Nama
	2025-11-16 15:19:31	2025-11-19 13:31:01	Tgl	Tgl

TOTAL JADWAL : 360 MP

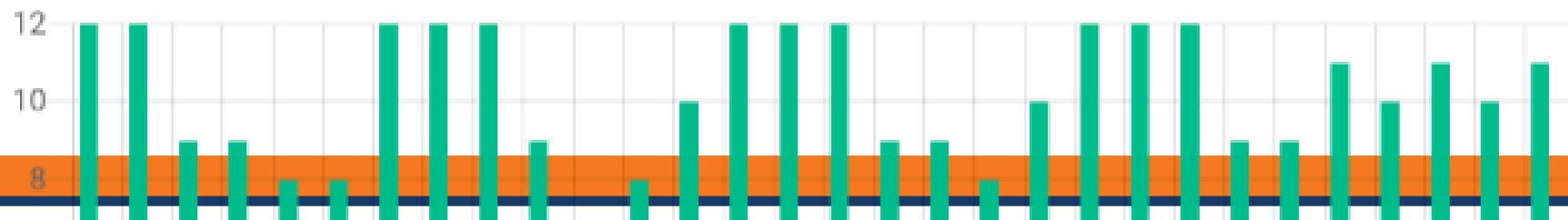
HADIR : 305 MP

OFF : 48 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
RESTROOM EAST																																								
1	CEILING	PLAFON CLEANING	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	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					P	A			2	2
9	CLOSET	POLISHING	0	2	0	0																		P	A					P	A							2	2	
10	FLOOR DRAIN	POLISHING	0	2	0	0																		P	A						P	A						2	2	
11	TEMPAT SAMPAH	WASHING	0	3	0	0													P	X						P	A					P	A					3	2	
12	ACCESORIS	POLISHING	0	3	0	0														P	A						P	A						P	A				3	3
13	JANITOR	GENERAL CLEANING	0	2	0	0																	P	A						P	A							2	2	
RESTROOM WEST																																								
1	CEILING	PLAFON CLEANING	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	3	0	0													P	X						P	A					P	A						3	2
4	DINDING	WALL CLEANING	0	3	0	0														P	A						P	A						P	A				3	3
5	KUBIKAL	WALL CLEANING	0	2	0	0																	P	A					P	A								2	2	
6	KACA	GLASS CLEANING	0	2	0	0																		P	A					P	A							2	2	
7	WASTAFEL	POLISHING	0	2	0	0																		P	A						P	A						2	2	
8	URINAL	POLISHING	0	3	0	0													P	A						P	A					P	A					3	3	
9	CLOSET	POLISHING	0	3	0	0														P	A						P	A						P	A				3	3
10	FLOOR DRAIN	POLISHING	0	2	0	0																	P	A					P	A								2	2	
11	TEMPAT SAMPAH	WASHING	0	2	0	0																		P	A					P	A							2	2	
12	ACCESORIS	POLISHING	0	2	0	0																		P	A						P	A						2	2	
13	JANITOR	GENERAL CLEANING	0	3	0	0													P	X						P	A					P	A					3	2	
RESTROOM CENTRAL																																								

[illegible]

MANAGEMENT OFFICE

[illegible]

MUSHOLLA

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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

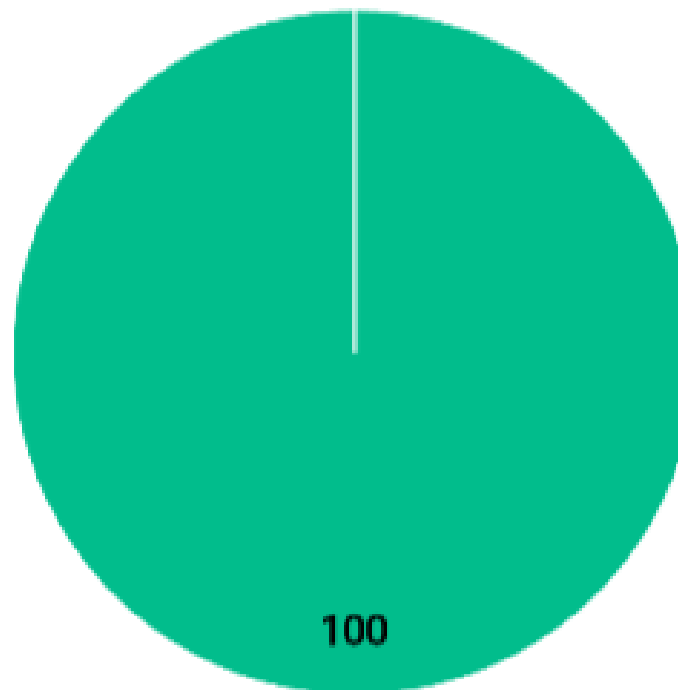
PEKERJAAN : 358

REALISASI : 358

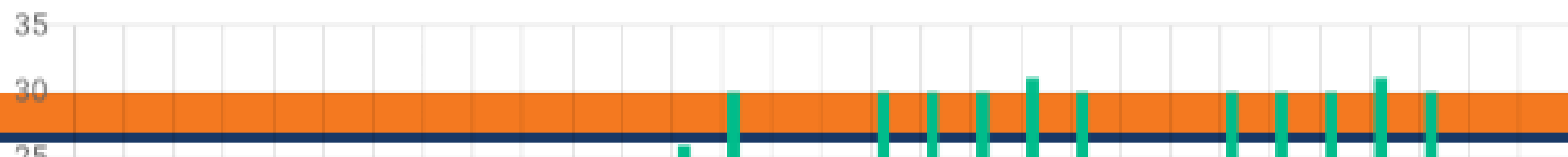
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : November





LAPORAN VISUALISASI PERIODIK