

LAPORAN BULANAN CLEANING SERVICE

Proyek :
INDONESIA DESIGN DISTRICT



Periode :

NOVEMBER 2025

Disusun Oleh :

ZAHRA MIRTA ELYANA

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 INDONESIA DESIGN DISTRICT

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	1045507	SAFIRA ISTIQOMAH	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	1045498	INDRI KURNIAWATI	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	1045497	MUHAMAD RISKI	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
4	1045511	NAZMI RAHMATULLAH	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
5	1044991	TEGUH IMAN	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
6	1045518	RISKA PUTRIANI	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
7	1045510	MOHAMMAD SAM'UN ARIEF	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
8	1044477	CHANDRA ANDRIAN AGUSTINO	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
9	1045520	WAHYU FRAYOGA	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
10	1045501	PUTRI HERMALA	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
11	1045516	MUHAMAD REZA HERNANDO	CLEANER	HP	HP	HP	HP																										
12	1045502	NURMA MARZUKI	CLEANER	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	HP	OFF	HP
13	1045504	ARIA WIJAYA	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
14	1045503	NURMILA MILA	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
15	1045515	APRILDA MAULINA	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
16	1045505	RAFLI EFENDI	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HS																						
17	1045509	MUHAMAD DESKAJOHANDI	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
18	1045508	RIJAL SAPUTRA	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
19	1045517	MUHAMMAD SYAHRUL	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
20	1045522	OKTA VIANI	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
21	1045521	AHMAD ANDREANSAH	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
22	1045519	RIZKY FAUZY	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
23	1045540	MUHAMAD DANDI	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
24	1045542	AHMAD FAJRI ISMAIL	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	OFF	HS	HS

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

[illegible]

[illegible]

[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
26	1045522	CLEANER	H	H	O	H	H	H	H	H	H	O	A	A	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	A	H	23	0	3	0	4	0	0	0	-
	OKTA VIANI																																								
27	1045529	CLEANER	H	H	A																											2	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET	
	RIVAL MAULADHAN																																								
28	1045530	CLEANER	H	A	A	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	24	0	2	0	4	0	0	0	-
	ISMAIL MARZUKI																																								
29	1045531	CLEANER	H	A																												1	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET	
	RUSDI RUSDI																																								
30	1045532	CLEANER	H	H	H	H	S	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	24	0	1	1	4	1	0	0	-
	RUDI																																								
31	1045533	CLEANER	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	A	O	H	H	H	H	H	H	H	O	IR	H	H	H	H	24	0	1	1	4	0	0	1	-
	MAMAT MAMAT				G																																				
32	1045534	CLEANER	H	h	O	H	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	H	26	0	0	1	4	0	0	0	-
	MUHAMAD YAQIN			G																																					
33	1045535	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	-
	SEHAN HAN																																								
34	1045536	CLEANER	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	H	26	0	0	0	4	0	0	0	-
	MELIANA NINGSIH																																								
35	1045537	CS-SUPERVISOR	h	h	H	O	H	H	H	H	H	A	O	A																		8	0	2	1	2	0	0	0	SUDAH_CLEARENSHEET	

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			
	IRMA IRMA					G		G																																				
36	1045538	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	1	4	0	0	0	-			
	NUR AISAH															G																												
37	1045539	CLEANER	h	A	H	O	H	A	H	S	H	H	O	H																			7	0	2	1	2	1	0	0	SUDAH_CLEARENSHEET			
	AHMAD SYAFIQ MUTAWAKIL			g																																								
38	1045540	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	1	4	0	0	0	-			
	MUHAMAD DANDI																																											
39	1045541	CLEANER	H	A																													1	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET			
	AHMAD FAJAR MAULANA																																											
40	1045542	CLEANER	H	H	H	H	S	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	24	0	1	0	4	1	0	0	-			
	AHMAD FAJRI ISMAIL																																											
41	1045543	CLEANER	h	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	A													15	0	1	3	2	0	0	0	SUDAH_CLEARENSHEET			
	AZIZ ZANHURI						G			G			G																															
42	1045544	CLEANER	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	H	26	0	0	1	4	0	0	0	-			
	RANGGA SAIFUL						G																																					
43	1045546	CLEANER			h	O	O	H	H	IR	IR	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	21	0	0	2	5	0	0	2	-			
	FAHRUL HIDAYAH					g			G																																			
44	1045556	CS_ROPE_ACCES				h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	SR	H	H	H	H	23	0	0	0	3	0	1	0	-			
	VICKY HADI SAPUTRA																																											

[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
53	1045643	CLEANER															h	H	H	O	H	H	H	H	H	H	O	H	H	H	H	14	0	0	0	2	0	0	0	-	
	MUHAMAD AMSORRI																																								
Total :																																1114	0	50	44	180	7	5	5		

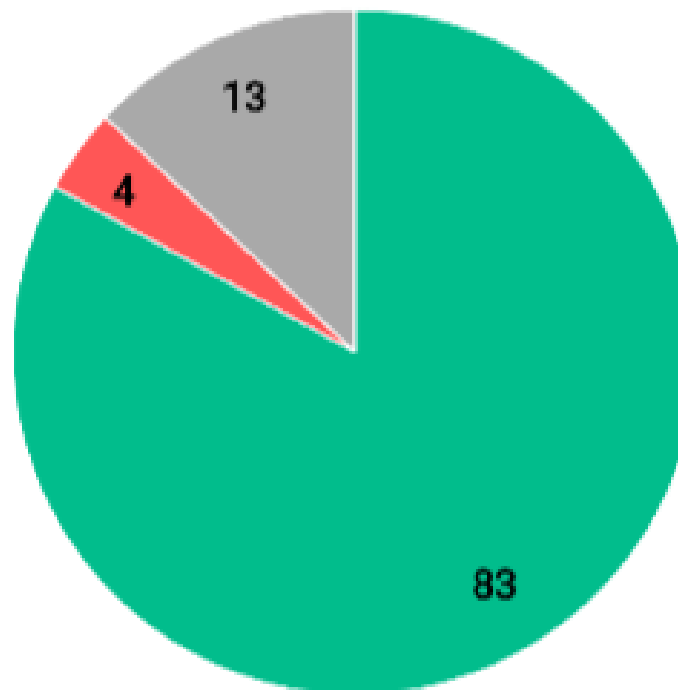
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -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 08:32:53	2025-11-19 17:39:23	Tgl	Tgl

TOTAL JADWAL : 1412 MP

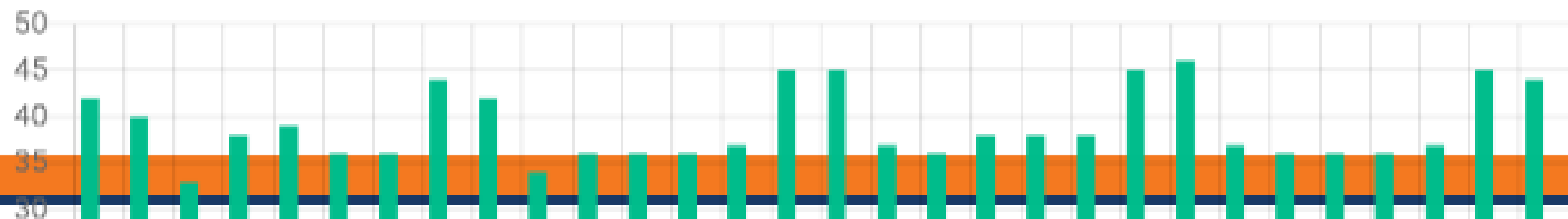
HADIR : 1168 MP

OFF : 183 MP

TIDAK HADIR : 61 MP



Monthly : November





LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
31	16	0	3	8	36	23.88

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	1045531	RUSDI RUSDI	CLEANER	DIPULANGKAN KE HO	2025-11-03	-	-
2	1045541	AHMAD FAJAR MAU	CLEANER	DIPULANGKAN KE HO	2025-11-03	-	-
3	1045529	RIVAL MAULADHAN	CLEANER	DIPULANGKAN KE HO	2025-11-04	-	-
4	1045516	MUHAMAD REZA HE	CLEANER	DIPULANGKAN KE HO	2025-11-05	-	-
5	1045505	RAFLI EFENDI	CLEANER	DIPULANGKAN KE HO	2025-11-09	-	-
6	1045537	IRMA IRMA	CS-SUPERVISOR	DIPULANGKAN KE HO	2025-11-13	-	-
7	1045539	AHMAD SYAFIQ MU	CLEANER	DIPULANGKAN KE HO	2025-11-13	-	-
8	1045543	AZIZ ZANHURI	CLEANER	DIPULANGKAN KE HO	2025-11-19	-	-
MP BARU							
1	1045543	AZIZ ZANHURI	CLEANER	MP BARU	-	2025-11-01	-
2	1045544	RANGGA SAIFUL	CLEANER	MP BARU	-	2025-11-01	-
3	1045546	FAHRUL HIDAYAH	CLEANER	MP BARU	-	2025-11-03	-
4	1045556	VICKY HADI SAPU	CS_ROPE_ACCES	MP BARU	-	2025-11-03	-
5	1045560	ADZMI AMRULLOH	CS_ROPE_ACCES	MP BARU	-	2025-11-03	-
6	1045561	TEGUH MIHARJA	CLEANER	MP BARU	-	2025-11-03	-
7	1045562	ERIZAL ERIZAL	CS_ROPE_ACCES	MP BARU	-	2025-11-03	-
8	1045565	ARI WIBOWO	CS_ROPE_ACCES	MP BARU	-	2025-11-04	-
9	1045566	SADAM SADAM	CLEANER	MP BARU	-	2025-11-04	-
10	1045567	DENI SAPUTRA	CS_ROPE_ACCES	MP BARU	-	2025-11-04	-
11	1045579	HARUN AFFAN SYA	CLEANER	MP BARU	-	2025-11-05	-

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
12	1045580	MUHAMAD MURDAN	CLEANER	MP BARU	-	2025-11-05	-
13	1045581	MUHAMAD HEVEN H	CLEANER	MP BARU	-	2025-11-05	-
14	1045604	GILANG RIZKI HE	CLEANER	MP BARU	-	2025-11-09	-
15	1045643	MUHAMAD AMSORRI	CLEANER	MP BARU	-	2025-11-15	-
16	1045667	ZUN MAHMUDI	CLEANER	MP BARU	-	2025-11-20	-
MP PINDAHAN							
MP DIPINDAHKAN							
1	1045561	TEGUH MIHARJA	CLEANER	MP DIPINDAHKAN	-	2025-11-04	-
2	1045579	HARUN AFFAN SYA	CLEANER	MP DIPINDAHKAN	-	2025-11-05	-
3	1045505	RAFLI EFENDI	CLEANER	MP DIPINDAHKAN	-	2025-11-09	-

TOTAL : 27 MP

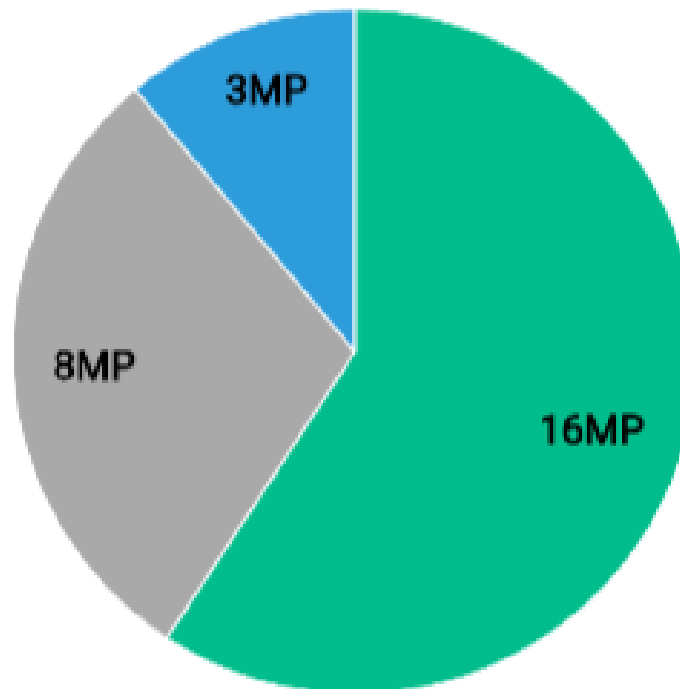
NEW : 16 MP

RESIGN : 8 MP

MUTASI : 3 MP

Pengawas : 1

CSO : 26



Monthly : November

