KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung BINUS SQUARE

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.

careFAST
NATIONAL CLEANING COMPANY

DAFTAR ISI

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER

LAPORAN MESIN

LAPORAN JADWAL

careFAST
NATIONAL CLEANING COMPANY

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	1029201	ROSMA FUDHOLA	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HS 5	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP
2	1033240	SAJEKTI	CS-ADMIN	HP 1	OFF	HP 2	HP 1	HP 2	HP 2	HP 1	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 1	OFF	OFF	HP 1	HP 2	HP 2	HP 2	HP 2	HP 1	OFF	HP 2	HP 1	HP 2	HP 2	HP 1	HP 2	OFF
3	1033241	TIA ASTUTI	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HS 5	HP 1	OFF	HP 1
4	1033242	JEJE JAMALUDIN	CLEANER	HS	OFF	OFF	HP 1	HP 1	HP 1	HP 1	MD3	OFF	HS	HS	HS	HS	HS	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HS	HS	HS	HS	HS	HS	OFF	HP 1
5	1033244	ERIC HANJASMARA	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HS
6	1033245	RICKY ROBERTO ARITOANG	CLEANER	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF
7	1033247	NOVITASARI	CLEANER	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS
8	1033248	ITA ISMAWATI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
9	1033253	ELDA MEI ZAHRA	CLEANER	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	OFF	HP
10	1033254	ANNISA AGUSTINA	CLEANER	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS
11	1033255	MIRA TANIA	CLEANER	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF
12	1033256	SANTI SARDI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP
13	1033257	MIKHA RISMA OCTAVIA	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	OFF	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
14	1033258	ZOYA VANCHA SAYAS	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
15	1033261	M AJI SANTOSO	CLEANER	HP 1	OFF	HS	HS	HS	HS	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HS	HS	HS	HS	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF
16	1033262	ARIYANTO	CLEANER	HS	HS	HM	HM	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HS	HS	HS	HM	HM	OFF	HS	HS	HS	HM
17	1033263	NURRAHMAN	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
18	1033264	ERWIN	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
19	1033265	DEDY HIDAYAT	CLEANER	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	OFF
20	1033266	SURYADI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP
21	1033267	ADAM	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
22	1033268	MIFTA ARDIANSYAH	CLEANER	HP	OFF	OFF	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
23	1033269	SURYADI	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP
24	1033271	SLAMET RIYADI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
25	1033272	ZAINUDDIN	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP

careFAST
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LAPORAN JADWAL

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
26	1033273	AHMAD BILAL FALIHIN	CLEANER	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM
27	1033274	GOVINDA RAJAGUKGUK	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
28	1033275	NURHAYADI	CLEANER	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HP
29	1033276	ASEPTIAN	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HP	OFF
30	1033277	SANDI SUNANDAR	CLEANER	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS
31	1033279	SAEFUDIN	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP
32	1033514	IBNU HAIDAR	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP	OFF	HS	HS	HS	HS	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HS	HS	HS	HS	HS	HS	OFF
33	1037374	NANDITO SUHARYONO	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HS
34	1038661	AYULIN BR SIMBOLON	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
35	1038662	PIETER YANTO UMBU TARA	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
36	1040160	MUTIA CHAIRU UMMA	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
37	1040445	GUNAWAN HARIYANTO	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HS	OFF
38	1041125	AYU SOPITA	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HS	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF
39	1043868	SULASTRI	CLEANER	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	HP	HP	OFF	HP	HP
40	1043869	SILVIA JUNINAR	CLEANER	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS
41	1044243	MUHAMAD EKI SAPUTRA	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF
42	1044455	MUHAMMAD RIVALDI	CLEANER	OFF	HP	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF
43	1044622	MARYATI -	CLEANER	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF
Total MP Shift Pagi:				17	12	27	29	29	29	28	19	11	28	29	29	28	28	13	15	29	29	29	29	29	15	14	29	29	29	28	27	20	11
Total MP Shift Siang:				7	6	11	11	11	12	12	6	7	11	11	11	12	12	7	6	11	11	11	12	12	7	6	11	11	11	13	10	8	6
Total MP Shift Malam:				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total MP Libur:				17	23	3	1	1	0	1	16	23	2	1	1	1	1	21	20	1	1	1	0	0	19	21	1	1	1	0	4	13	24
Total MP :				43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43

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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1	1033235	M ANDRI FISRI	CS-SUPERVISOR	HP 1	OFF	HP 2	HP 2	HP 2	HP 2	HP	HP 1	OFF	HP 2	HP 2	HP 2	HP 2	HP	OFF	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 1	OFF	HP 2	HP 2	HP 2	HP 2	HP 1	HP 2	OFF	
2	1033239	FUJANGGA PRATAMA PUTRA	CS-LEADER	OFF	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	
3	1033237	ISKANDAR	CS-LEADER	HS	OFF	HS	HS	OFF	HS	HS	MD3	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	
4	1033236	SUHENDRA	CS-LEADER	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
5	1035713	NUR'AINI	CS-LEADER	HP	OFF	OFF	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	HP	
6	1045329	TRIA USWATUN HASANAH	CS-LEADER	OFF	HP	HP	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	
Total MP Shift Pagi:				2	1	4	4	4	4	4	4	1	4	4	4	4	4	2	1	4	4	4	4	4	3	1	4	4	4	4	4	3	1	
Total MP Shift Siang:				1	1	1	2	1	2	2	0	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	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:				3	4	1	0	1	0	0	2	4	0	0	0	0	0	3	4	0	0	0	0	0	2	4	0	0	0	0	0	2	4	
Total MP :				6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	

LAPORAN REKAP ABSENSI

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LAPORAN MESIN