

LAPORAN BULANAN CLEANING SERVICE

Proyek :
METLAND CYBER CITY MALL



Periode :
NOVEMBER 2025

Disusun Oleh :
SUDIYONO
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 METLAND CYBER CITY MALL

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 MESIN



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	1034933	AHMAD JUNAIDI	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP	HS	HS
2	1034935	PUJIANAH	CLEANER																														
3	1034936	SITI MARYANI	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
4	1038796	HANDARU FAZRUL AZKIYA	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HP	HP
5	1041090	HERI YANTO	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS
6	1041091	APRIANSYAH	CLEANER	HP	HP	HP	HP	HS	OFF	HP	HP	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP
7	1045049	HENI NURAINI	CLEANER	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP																
8	1041668	KHARISMA BERLIANA	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	OFF	HS	HS	HS
9	1045611	PUTRI SARI ASIH	CLEANER										HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	HP	OFF	HS	HS	HS	HS	
10	1045635	NURUL LIANI	CLEANER															HP	HP	HP	HP	OFF	HP	HP	HP	HS	HS	HP	OFF	HP	HP	HP	
Total MP Shift Pagi:				3	3	2	3	2	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	4	4	4
Total MP Shift Siang:				4	4	3	3	3	2	3	3	3	3	4	3	3	4	4	4	3	3	3	3	4	4	4	3	3	3	3	4	4	4
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	1	2	2	0	0	0	2	1	2	2	0	0	0	2	2	2	2	0	0	0	2	2	2	2	0		
Total MP :				7	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8

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	1044726	SELLA SEPTIANI	CS-LEADER	HS	HS	HS	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	HS	HS
2	1031721	SUDIYONO	CS-SUPERVISOR	HP	HP	HP	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP	HP	HP
Total MP Shift Pagi:				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	0	0	1	1	1
Total MP Shift Siang:				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	0	0	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	0	
Total MP Libur:				0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0			
Total MP :				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	1	1	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	1031721	CS-SUPERVISOR	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	a	25	0	1	0	4	0	0	0	-
	SUDIYONO																																								
2	1034933	CLEANER	H	H	O	H	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	26	0	0	2	4	0	0	0	-
	AHMAD JUNAIDI			G						G																															
3	1034935	CLEANER	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	0	0	0	0	0	0	0	0	SUDAH_CLEARENSHEET	
	PUJIANAH																																								
4	1034936	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	1	4	0	0	0	-
	SITI MARYANIH							G																																	
5	1038796	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	-
	HANDARU FAZRUL AZKIYA				G																																				
6	1041090	CLEANER	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	26	0	0	1	4	0	0	0	-
	HERI YANTO										G																														
7	1041091	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	1	4	0	0	0	-
	APRIANSYAH								G			G																													
8	1041668	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	1	4	0	0	0	-
	KHARISMA BERLIANA						G																																		
9	1044726	CS-LEADER	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	-
	SELLA SEPTIANI																																								
10	1045049	CLEANER	H	H	H	H	O	H	H	H	H	H	H	O	H	H	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	12	0	0	1	2	0	0	0	SUDAH_CLEARENSHEET
	HENI NURAINI		g																																						

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
11	1045611	CLEANER	□	□	□	□	□	□	□	□	□	H	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	19	0	0	0	2	0	0	0	-
	PUTRI SARI ASIH		□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	
12	1045635	CLEANER	□	□	□	□	□	□	□	□	□	□	□	□	□	□	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	14	0	0	0	2	0	0	0	-
	NURUL LIANI		□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	
Total :																																	252	0	1	8	38	0	0	0	

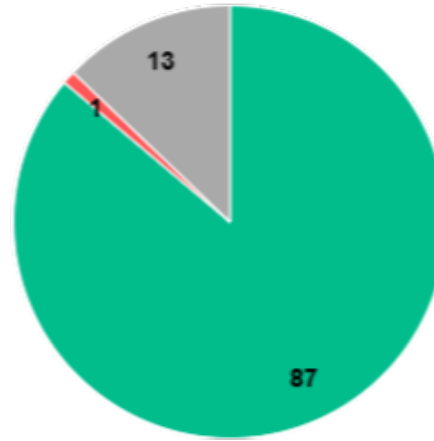
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	SUMARTONO	ADMIN OA - KARIN		Nama
	2025-11-16 21:24:03	2025-11-17 12:05:51	Tgl	Tgl

TOTAL JADWAL : 300 MP

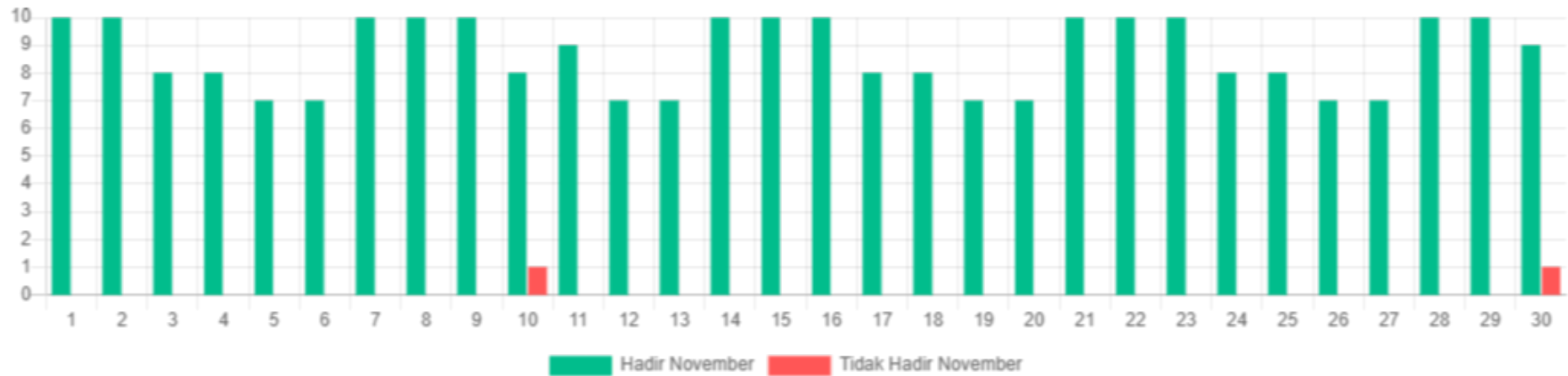
HADIR : 260 MP

OFF : 38 MP

TIDAK HADIR : 2 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	Ke																														
							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																										
LANTAI GF																																																																				
1	SIGNAGE	POLISHING	0	5	0	0		P	A							P	A					P	A						P	A						P	A	5	5																													
2	DINDING	WASHING	0	6	0	0			P	A						P	A	P	A				P	A					P	A	P	A						6	6																													
3	KABIN LIFT	POLISHING	0	4	0	0				P	A							P	A				P	A						P	A							4	4																													
4	LANTAI SELASAR LIFT	WASHING	0	2	0	0	P	A													P	A																2	2																													
5	LANTAI BOOM GATE	WASHING	0	0	2	0								P	A													P	A									2	2																													
6	KACA ROOFTOP	GLASS CLEANING	0	0	2	0								P	A													P	A									2	2																													
7	TRUSHBIN	POLISHING	0	4	0	0		P	A							P	A					P	A							P	A							4	4																													
8	LANTAI KORIDOR GF	WASHING	0	2	0	0	P	A													P	A																2	2																													
9	KACA TENANT	GLASS CLEANING	0	2	0	0							P	A													P	A										2	2																													
10	KACA RUANG MARKETING	GLASS CLEANING	0	2	0	0															P	A												P	A			2	2																													
11	NOMAD	SHAMPOING	0	2	0	0											P	A												P	A							2	2																													
BASEMENT																																																																				
1	PLAFON	CEILING	0	0	1	0			P	A																												1	1																													
2	DINDING	WASHING	0	0	1	0																					P	A										1	1																													
3	PILAR	DUSTING	0	4	0	0		P	A							P	A					P	A							P	A							4	4																													
4	RUANG MENYUSUI	BRUSHING	0	0	1	0						P	A																									1	1																													
5	RAM TURUN	WASHING	0	2	0	0												P	A														P	A				2	2																													
6	RAM NAIK	WASHING	0	2	0	0													P	A														P	A			2	2																													
7	LANTAI BASEMENT	WASHING	0	2	0	0												P	A														P	A				2	2																													
8	GUTTER BASEMENT	WASHING	0	2	0	0											P	A													P	A						2	2																													
9	TANGGA BATU KALI	WASHING	0	0	6	0				P	A					P	A			P	A							P	A			P	A					6	6																													
10	KACA TENANT	GLASS CLEANING	0	2	0	0								P	A																			P	A			2	2																													
11	NOMAD	SHAMPOING	0	0	2	0														P	A													P	A			2	2																													
12	LANTAI KORIDOR SB	WASHING	0	2	0	0		P	A																			P	A									2	2																													
13	LANTAI SELASAR SB	BRUSHING	0	2	0	0				P	A												P	A														2	2																													
14	RUANG SAMPAH+B3	WASHING	0	9	0	0	P	A			P	A			P	A			P	A			P	A				P	A			P	A			P	A	9	9																													

[illegible]

[illegible]

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

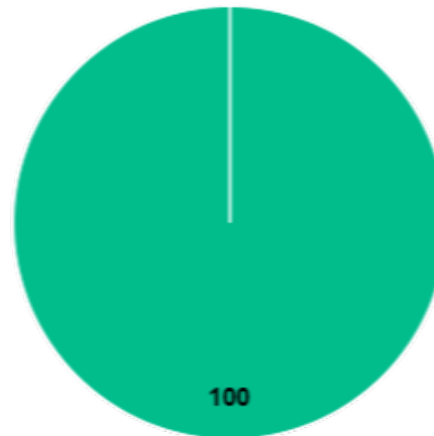
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REALISASI : 151

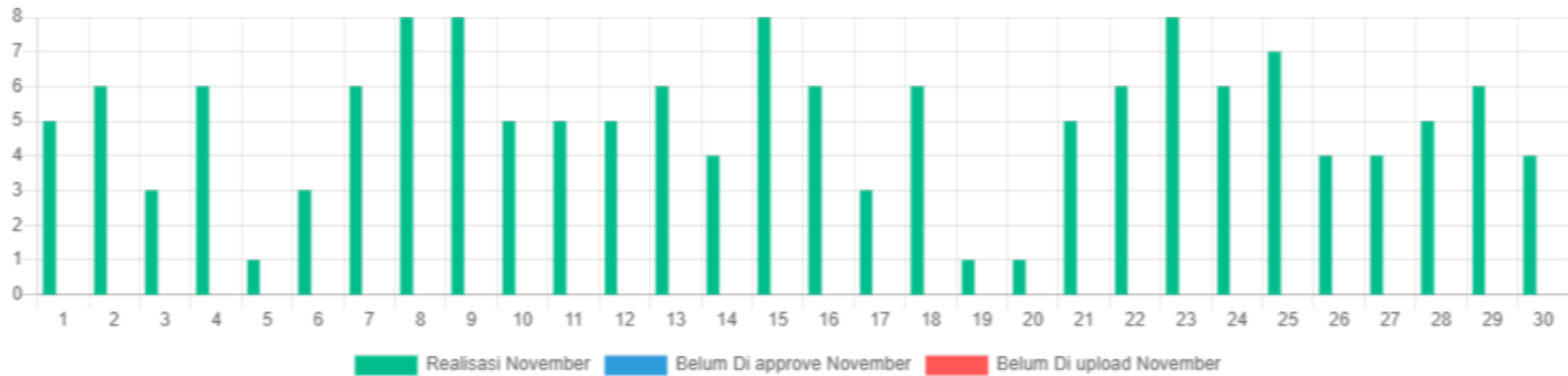
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BELUM APPROVE : 0

BELUM UPLOAD : 0



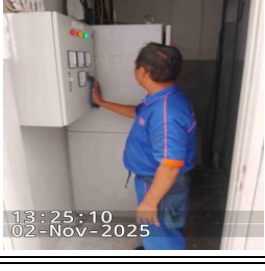
Monthly : November



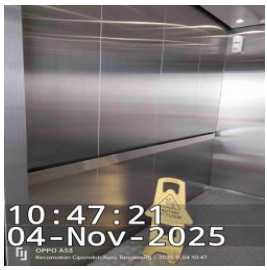
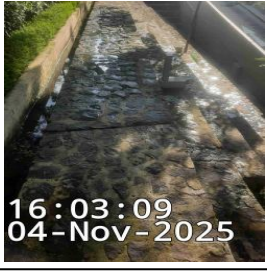
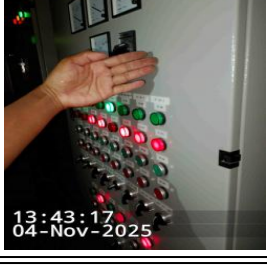
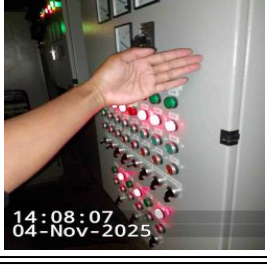


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-11-2025	ALL AREA	DUSTING	KAP LAMPU	 11:26:20 01-Nov-2025	 11:28:16 01-Nov-2025	 11:59:35 01-Nov-2025
2	01-11-2025	ALL AREA	POLISHING	KRAN	 11:43:02 01-Nov-2025	 11:43:39 01-Nov-2025	 12:03:39 01-Nov-2025

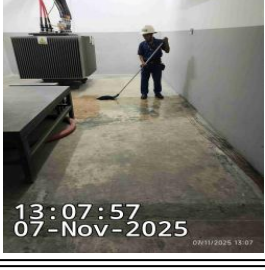
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-11-2025	ALL AREA	POLISHING	SIGNAGE			
2	02-11-2025	ALL AREA	POLISHING	TRUSHBIN			
3	02-11-2025	ALL AREA	DUSTING	PILAR			
4	02-11-2025	ALL AREA	WASHING	DINDING			
5	02-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL GF			

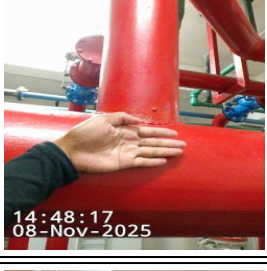
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-11-2025	ALL AREA	WASHING	DINDING			
2	03-11-2025	ALL AREA	CEILING	PLAFON			
3	03-11-2025	ALL AREA	POLISHING	SIGNADE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-11-2025	ALL AREA	POLISHING	KABIN LIFT	 10:27:13 04-Nov-2025	 10:30:48 04-Nov-2025	 10:47:21 04-Nov-2025
2	04-11-2025	ALL AREA	WASHING	TANGGA BATU KALI	 15:28:05 04-Nov-2025	 15:20:13 04-Nov-2025	 16:03:09 04-Nov-2025
3	04-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3	 10:42:50 04-Nov-2025	 10:44:51 04-Nov-2025	 11:06:32 04-Nov-2025
4	04-11-2025	ALL AREA	SPOTING	DINDING JANITOR	 12:38:45 04-Nov-2025	 12:41:28 04-Nov-2025	 13:03:06 04-Nov-2025
5	04-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL SB	 13:43:17 04-Nov-2025	 13:45:00 04-Nov-2025	 14:08:07 04-Nov-2025

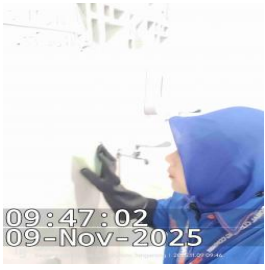
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-11-2025	ALL AREA	SPOTING	DINDING TEMPAT WUDHU PRIA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-11-2025	ALL AREA	BRUSHING	RUANG MENYUSUI	 13:53:15 06-Nov-2025	 13:56:11 06-Nov-2025	 14:20:54 06-Nov-2025
2	06-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL LVMDP	 14:29:49 06-Nov-2025	 14:31:03 06-Nov-2025	 15:02:13 06-Nov-2025
3	06-11-2025	ALL AREA	WASHING	RUANG STP	 14:38:15 06-Nov-2025	 14:39:24 06-Nov-2025	 15:22:24 06-Nov-2025

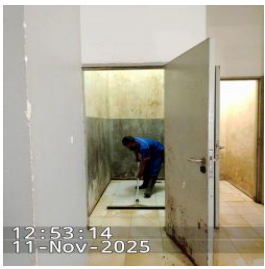
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	07-11-2025	ALL AREA	GLASS CLEANING	KACA TENANT			
2	07-11-2025	ALL AREA	VACCUMING	LANTAI TEMPAT WUDHU			
3	07-11-2025	ALL AREA	VACCUMING	LANTAI TEMPAT WUDHU			
4	07-11-2025	ALL AREA	MOPPING	RUANG TRAFO			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	08-11-2025	ALL AREA	WASHING	LANTAI BOOM GATE	 12:54:44 08-Nov-2025	 13:02:26 08-Nov-2025	 13:25:42 08-Nov-2025
2	08-11-2025	ALL AREA	GLASS CLEANING	KACA TENANT	 10:38:36 08-Nov-2025	 10:40:24 08-Nov-2025	 11:23:33 08-Nov-2025
3	08-11-2025	ALL AREA	POLISHING	TRUSHBIN	 13:05:39 08-Nov-2025	 13:07:39 08-Nov-2025	 13:24:51 08-Nov-2025
4	08-11-2025	ALL AREA	POLISHING	TRUSHBIN	 13:52:44 08-Nov-2025	 14:00:04 08-Nov-2025	 14:05:33 08-Nov-2025
5	08-11-2025	ALL AREA	GENERAL CLEANING	RUANG TRANSFER HYDRANT	 14:12:41 08-Nov-2025	 14:14:33 08-Nov-2025	 14:48:17 08-Nov-2025
6	08-11-2025	ALL AREA	GENERAL CLEANING	RUANG SOLAR	 09:26:25 08-Nov-2025	 09:49:46 08-Nov-2025	 09:58:05 08-Nov-2025

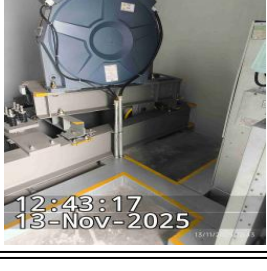
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-11-2025	ALL AREA	POLISHING	SIGNAGE			
2	09-11-2025	ALL AREA	POLISHING	TRUSHBIN			
3	09-11-2025	ALL AREA	WASHING	DINDING			
4	09-11-2025	ALL AREA	DUSTING	PILAR			
5	09-11-2025	ALL AREA	WASHING	TANGGA BATU KALI			
6	09-11-2025	ALL AREA	WASHING	LANTAI ANDESIT TANGGA			

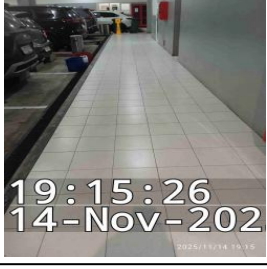
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7	09-11-2025	ALL AREA	WASHING	LANTAI BATU ALAM			
8	09-11-2025	ALL AREA	SPOTING	DINDING TEMPAT WUDHU WANITA			

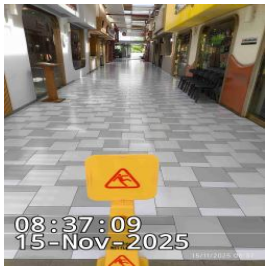
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-11-2025	ALL AREA	WASHING	DINDING	 11:38:34 10-Nov-2025	 11:40:14 10-Nov-2025	 12:05:06 10-Nov-2025
2	10-11-2025	ALL AREA	SHAMPOING	NOMAD	 13:39:25 10-Nov-2025	 13:47:04 10-Nov-2025	 14:21:20 10-Nov-2025
3	10-11-2025	ALL AREA	WASHING	GUTTER BASEMENT	 14:17:50 10-Nov-2025	 14:19:54 10-Nov-2025	 14:52:14 10-Nov-2025
4	10-11-2025	ALL AREA	BRUSHING	LANTAI JOOGING TRACK	 20:41:55 10-Nov-2025	 20:44:35 10-Nov-2025	 21:25:56 10-Nov-2025
5	10-11-2025	ALL AREA	KRISTALISASI	MEJA WASTAFEL	 20:20:38 10-Nov-2025	 20:27:34 10-Nov-2025	 21:11:13 10-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-11-2025	ALL AREA	POLISHING	KABIN LIFT	 13:45:45 11-Nov-2025	 13:46:33 11-Nov-2025	 13:51:44 11-Nov-2025
2	11-11-2025	ALL AREA	WASHING	TANGGA BATU KALI	 14:29:51 11-Nov-2025	 14:38:49 11-Nov-2025	 15:53:22 11-Nov-2025
3	11-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3	 12:41:36 11-Nov-2025	 12:53:14 11-Nov-2025	 13:13:46 11-Nov-2025
4	11-11-2025	ALL AREA	DUSTING	PILAR	 16:04:14 11-Nov-2025	 16:06:17 11-Nov-2025	 16:26:14 11-Nov-2025
5	11-11-2025	ALL AREA	VACCUMING	GUTTER AIR	 14:06:27 11-Nov-2025	 14:22:00 11-Nov-2025	 14:39:41 11-Nov-2025

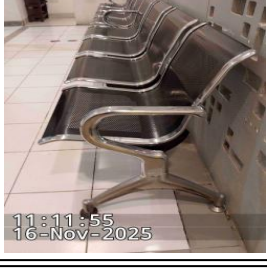
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1	12-11-2025	ALL AREA	WASHING	LANTAI BASEMENT	 14:22:16 12-Nov-2025	 14:26:53 12-Nov-2025	 14:46:52 12-Nov-2025
2	12-11-2025	ALL AREA	KRISTALISASI	MEJA WASTAFEL	 08:06:24 12-Nov-2025	 08:15:50 12-Nov-2025	 09:15:30 12-Nov-2025
3	12-11-2025	ALL AREA	WASHING	LANTAI SELASAR TOILET	 10:28:05 12-Nov-2025	 10:30:42 12-Nov-2025	 11:03:16 12-Nov-2025
4	12-11-2025	ALL AREA	GENERAL CLEANING	RUANG GENSET	 13:43:14 12-Nov-2025	 13:44:58 12-Nov-2025	 14:12:20 12-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	13-11-2025	ALL AREA	WASHING	RAM NAIK			
2	13-11-2025	ALL AREA	POLISHING	LIFT PASSENGER			
3	13-11-2025	ALL AREA	WASHING	DINDING TOILET			
4	13-11-2025	ALL AREA	WASHING	DINDING TANGGA			
5	13-11-2025	ALL AREA	DUSTING	OUT DOOR AC			
6	13-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL LIFT			

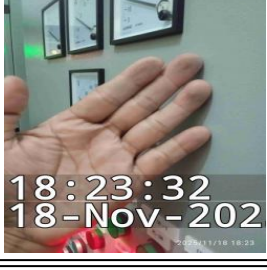
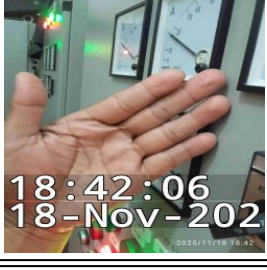
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1	14-11-2025	ALL AREA	WASHING	L BOOMGATE			
2	14-11-2025	ALL AREA	GLASS CLEANING	KACA RUANG ATM			
3	14-11-2025	ALL AREA	BRUSHING	LANTAI KERAMIK			
4	14-11-2025	ALL AREA	WASHING	LANTAI ANDESIT			

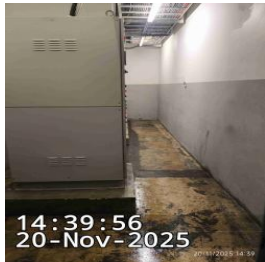
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1	15-11-2025	ALL AREA	WASHING	LANTAI SELASAR LIFT	 13:33:43 15-Nov-2025	 13:43:23 15-Nov-2025	 14:44:35 15-Nov-2025
2	15-11-2025	ALL AREA	WASHING	LANTAI KORIDOR GF	 07:23:09 15-Nov-2025	 07:35:21 15-Nov-2025	 08:37:09 15-Nov-2025
3	15-11-2025	ALL AREA	GLASS CLEANING	KACA RUANG MARKETING	 10:17:43 15-Nov-2025	 10:19:00 15-Nov-2025	 11:35:05 15-Nov-2025
4	15-11-2025	ALL AREA	SHAMPOING	NOMAD	 12:33:18 15-Nov-2025	 12:37:40 15-Nov-2025	 13:25:40 15-Nov-2025
5	15-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3	 13:24:19 13-Nov-2025	 13:30:11 13-Nov-2025	 13:48:26 13-Nov-2025
6	15-11-2025	ALL AREA	WASHING	LANTAI TOILET	 08:51:07 15-Nov-2025	 08:57:05 15-Nov-2025	 09:27:46 15-Nov-2025

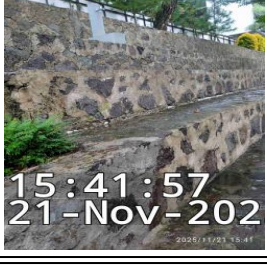
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	15-11-2025	ALL AREA	DUSTING	KAP LAMPU			
8	15-11-2025	ALL AREA	SHAMPOING	KARPET MUSHOLA			

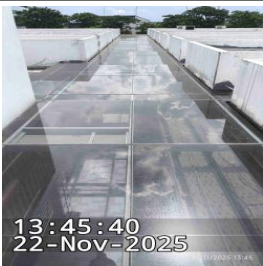
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1	16-11-2025	ALL AREA	POLISHING	SIGNAGE			
2	16-11-2025	ALL AREA	POLISHING	TRUSHBIN			
3	16-11-2025	ALL AREA	DUSTING	PILAR			
4	16-11-2025	ALL AREA	POLISHING	BANGKU			
5	16-11-2025	ALL AREA	WASHING	TEMPAT DUDUK			
6	16-11-2025	ALL AREA	BRUSHING	LANTAI MUSHOLA			

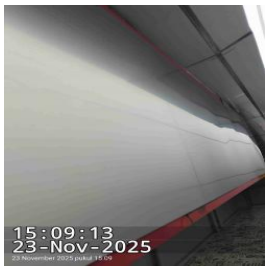
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-11-2025	ALL AREA	WASHING	DINDING	 11:31:30 17-Nov-2025	 11:33:13 17-Nov-2025	 11:49:30 17-Nov-2025
2	17-11-2025	ALL AREA	POLISHING	SIGNADE	 14:40:52 17-Nov-2025	 14:45:01 17-Nov-2025	 15:06:43 17-Nov-2025
3	17-11-2025	ALL AREA	WASHING	LANTAI CONCRETE AREA BAZZAR	 13:15:46 17-Nov-2025	 13:39:49 17-Nov-2025	 14:21:32 17-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-11-2025	ALL AREA	POLISHING	KABIN LIFT			
2	18-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3			
3	18-11-2025	ALL AREA	SPOTING	DINDING JANITOR			
4	18-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL SB			

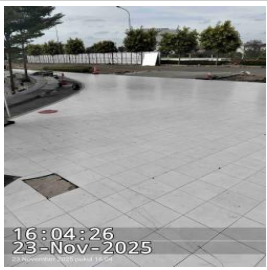
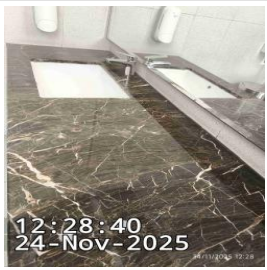
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1	20-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL LVMDP	 13:57:07 20-Nov-2025	 14:01:09 20-Nov-2025	 14:39:56 20-Nov-2025

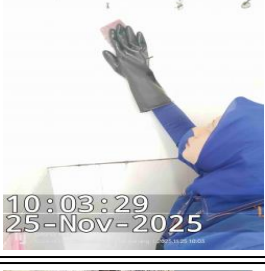
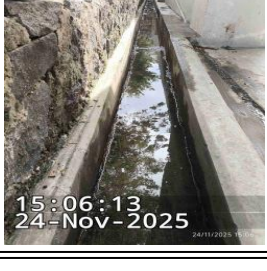
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-11-2025	ALL AREA	GLASS CLEANING	KACA TENANT			
2	21-11-2025	ALL AREA	WASHING	DINDING			
3	21-11-2025	ALL AREA	VACCUMING	LANTAI TEMPAT WUDHU			
4	21-11-2025	ALL AREA	VACCUMING	LANTAI TEMPAT WUDHU			
5	21-11-2025	ALL AREA	JET SPRAYING	TANGGA BATU KALI			

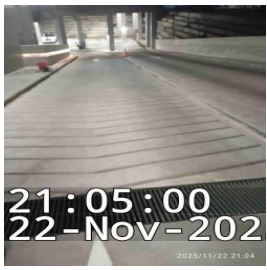
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	22-11-2025	ALL AREA	WASHING	LANTAI BOOM GATE			
2	22-11-2025	ALL AREA	GLASS CLEANING	KACA ROOFTOP			
3	22-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3			
4	22-11-2025	ALL AREA	POLISHING	TRUSHBIN			
5	22-11-2025	ALL AREA	POLISHING	TRUSHBIN			
6	22-11-2025	ALL AREA	GENERAL CLEANING	RUANG SOLAR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-11-2025	ALL AREA	POLISHING	SIGNAGE	 14:34:53 23-Nov-2025	 14:39:42 23-Nov-2025	 15:09:13 23-Nov-2025
2	23-11-2025	ALL AREA	POLISHING	TRUSHBIN	 11:34:57 22-Nov-2025	 11:36:20 22-Nov-2025	 12:11:56 22-Nov-2025
3	23-11-2025	ALL AREA	WASHING	DINDING	 10:15:37 22-Nov-2025	 10:18:23 22-Nov-2025	 10:35:23 22-Nov-2025
4	23-11-2025	ALL AREA	DUSTING	PILAR	 14:40:48 22-Nov-2025	 14:43:19 22-Nov-2025	 14:45:35 22-Nov-2025
5	23-11-2025	ALL AREA	WASHING	LANTAI KORIDOR SB	 13:51:04 23-Nov-2025	 14:00:16 23-Nov-2025	 15:05:39 23-Nov-2025
6	23-11-2025	ALL AREA	WASHING	TANGGA BATU KALI	 14:10:56 23-Nov-2025	 14:20:11 23-Nov-2025	 15:23:48 23-Nov-2025

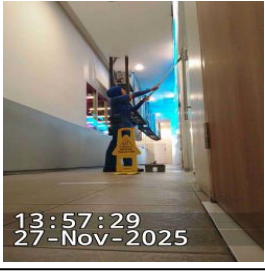
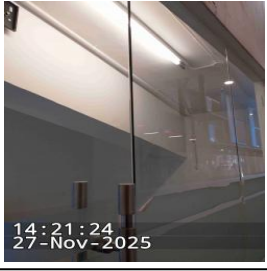
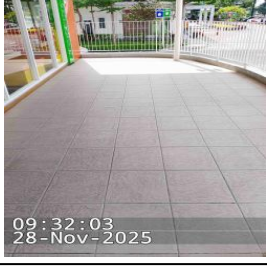
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	23-11-2025	ALL AREA	SPOTING	DINDING TEMPAT WUDHU WANITA	 09:34:50 22-Nov-2025	 09:36:11 22-Nov-2025	 09:52:29 22-Nov-2025
8	23-11-2025	ALL AREA	GENERAL CLEANING	RUANG PANEL GF	 13:20:57 23-Nov-2025	 13:26:01 23-Nov-2025	 13:36:49 23-Nov-2025

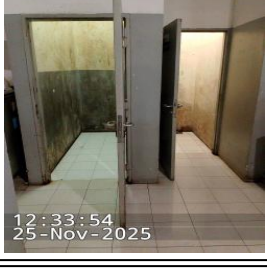
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1	24-11-2025	ALL AREA	WASHING	DINDING	 14:14:27 24-Nov-2025	 14:15:32 24-Nov-2025	 15:00:04 24-Nov-2025
2	24-11-2025	ALL AREA	SHAMPOING	NOMAD	 13:42:59 24-Nov-2025	 14:00:27 24-Nov-2025	 14:18:28 24-Nov-2025
3	24-11-2025	ALL AREA	WASHING	GUTTER BASEMENT	 07:59:58 23-Nov-2025	 08:01:29 23-Nov-2025	 08:14:14 23-Nov-2025
4	24-11-2025	ALL AREA	BRUSHING	LANTAI JOOGING TRACK	 16:04:26 23-Nov-2025	 16:12:20 23-Nov-2025	 16:57:56 23-Nov-2025
5	24-11-2025	ALL AREA	KRISTALISASI	MEJA WASTAFEL	 11:34:44 24-Nov-2025	 11:41:18 24-Nov-2025	 12:28:40 24-Nov-2025
6	24-11-2025	ALL AREA	WASHING	DINDING	 14:25:56 23-Nov-2025	 14:26:27 23-Nov-2025	 14:42:15 23-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-11-2025	ALL AREA	POLISHING	KABIN LIFT	 12:01:44 25-Nov-2025	 12:04:15 25-Nov-2025	 12:16:48 25-Nov-2025
2	25-11-2025	ALL AREA	WASHING	TANGGA BATU KALI	 14:20:55 25-Nov-2025	 14:24:53 25-Nov-2025	 15:07:08 25-Nov-2025
3	25-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3	 07:05:12 23-Nov-2025	 07:07:02 23-Nov-2025	 07:39:07 23-Nov-2025
4	25-11-2025	ALL AREA	DUSTING	PILAR	 14:35:52 24-Nov-2025	 14:37:48 24-Nov-2025	 15:00:00 24-Nov-2025
5	25-11-2025	ALL AREA	WASHING	DINDING JANITOR	 10:01:52 25-Nov-2025	 10:03:29 25-Nov-2025	 10:22:10 25-Nov-2025
6	25-11-2025	ALL AREA	VACCUMING	GUTTER AIR	 14:31:17 24-Nov-2025	 14:33:08 24-Nov-2025	 15:06:13 24-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-11-2025	ALL AREA	WASHING	RAM TURUN			
2	26-11-2025	ALL AREA	WASHING	LANTAI SELASAR TOILET			
3	26-11-2025	ALL AREA	GENERAL CLEANING	RUANG GENSET			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-11-2025	ALL AREA	WASHING	RAM NAIK			
2	27-11-2025	ALL AREA	POLISHING	LIFT PASSENGER			
3	27-11-2025	ALL AREA	WASHING	DINDING TANGGA			
4	27-11-2025	ALL AREA	DUSTING	OUT DOOR AC			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-11-2025	ALL AREA	WASHING	LANTAI SELASAR	 09:28:22 16-Nov-2025	 09:31:20 16-Nov-2025	 10:55:12 16-Nov-2025
2	28-11-2025	ALL AREA	GLASS CLEANING	KACA RUANG ATM	 13:55:35 27-Nov-2025	 13:57:29 27-Nov-2025	 14:21:24 27-Nov-2025
3	28-11-2025	ALL AREA	SHAMPOING	KARPET MUSHOLA	 21:14:06 28-Nov-2025	 21:18:58 28-Nov-2025	 21:47:52 28-Nov-2025
4	28-11-2025	ALL AREA	BRUSHING	LANTAI KERAMIK	 09:32:03 28-Nov-2025	 09:53:09 28-Nov-2025	 11:48:03 28-Nov-2025
5	28-11-2025	ALL AREA	WASHING	LANTAI ANDESIT	 14:21:08 27-Nov-2025	 14:27:03 27-Nov-2025	 15:14:02 27-Nov-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-11-2025	ALL AREA	GLASS CLEANING	KACA RUANG MARKETING			
2	29-11-2025	ALL AREA	GLASS CLEANING	KACA TENANT			
3	29-11-2025	ALL AREA	SHAMPOING	NOMAD			
4	29-11-2025	ALL AREA	WASHING	RUANG SAMPAH+B3			
5	29-11-2025	ALL AREA	WASHING	LANTAI TOILET			
6	29-11-2025	ALL AREA	GENERAL CLEANING	RUANG TRANSFER HYDRANT			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-11-2025	ALL AREA	POLISHING	SIGNAGE			
2	30-11-2025	ALL AREA	WASHING	RUANG ATM			
3	30-11-2025	ALL AREA	WASHING	LANTAI ANDESIT TANGGA			
4	30-11-2025	ALL AREA	WASHING	DINDING			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
9	2	0	0	4	7	50.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	1034935	PUJIANAH	CLEANER	DIPULANGKAN KE HO	2025-11-01	-	-
2	1045049	HENI NURAINI	CLEANER	DIPULANGKAN KE HO	2025-11-15	-	-
3	1035438	ALI AKBAR	CS-LEADER	DIPULANGKAN KE HO	2025-11-15	-	-
4	1044677	NIA AGATA	CS-LEADER	DIPULANGKAN KE HO	2025-11-15	-	-
MP BARU							
1	1045611	PUTRI SARI ASIH	CLEANER	MP BARU	-	2025-11-10	-
2	1045635	NURUL LIANI	CLEANER	MP BARU	-	2025-11-13	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 6 MP

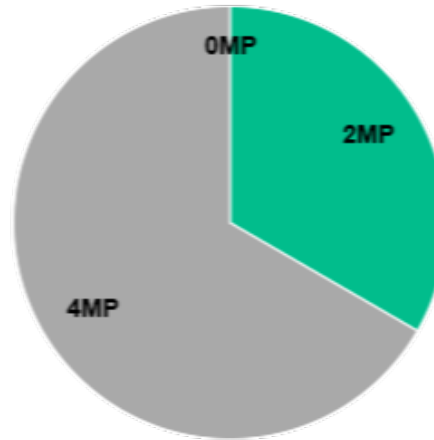
NEW : 2 MP

RESIGN : 4 MP

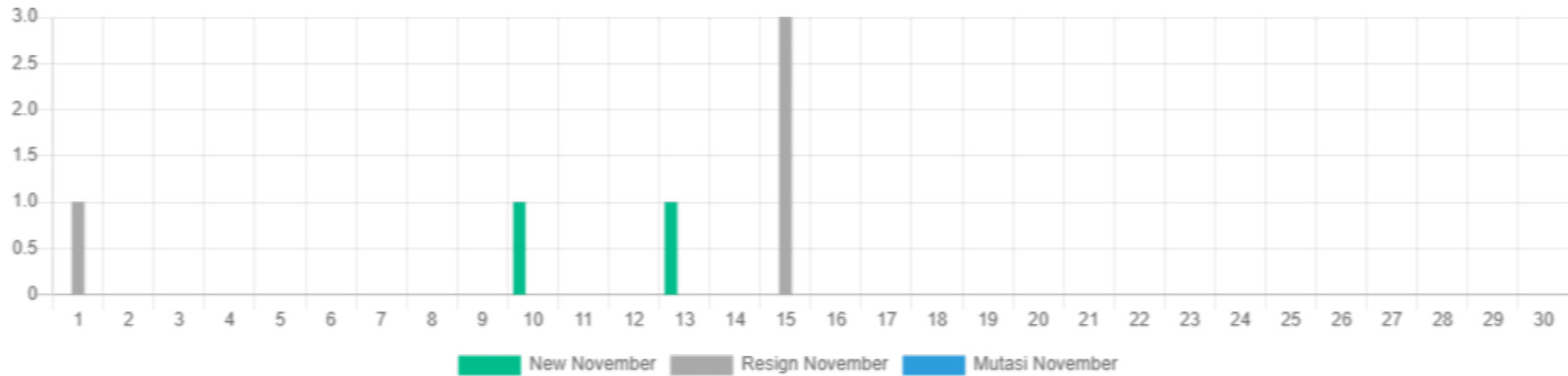
MUTASI : 0 MP

Pengawas : 2

CSO : 4

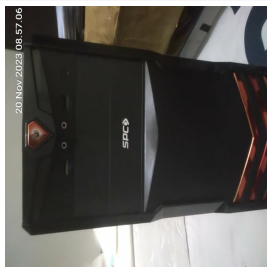


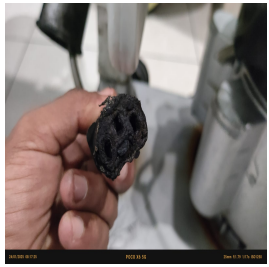
Monthly : November





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC60/4378	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF1/21/LOSP/5356	LOW SPEED POLISHER	GOLDIE			-	RUSAK
3	CF1/21/LOSP/74	LOW SPEED POLISHER	GOLDIE			BAIK	-
4	CF1/8/HPRE/77	HIGH PRESSURE	KRISBOW			BAIK	-
5	CF1/3/VC60/82	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
6	CF1/10/KOMP/84	COMPUTER SET AREA	SP			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/21/LOSP/2287	LOW SPEED POLISHER	GOLDIE			BAIK	-
8	CF1/21/LOSP/3705	LOW SPEED POLISHER	GOLDIE			BAIK	-
9	CF1/21/LOSP/3995	LOW SPEED POLISHER	GOLDIE			BAIK	-