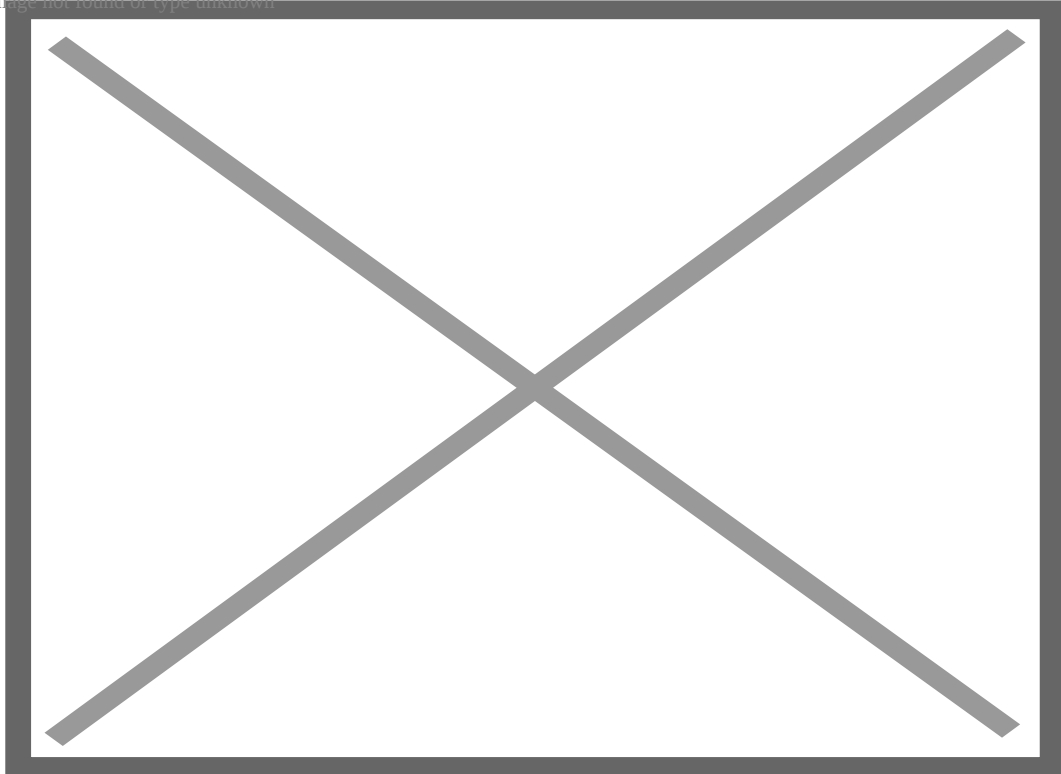


LAPORAN BULANAN CLEANING SERVICE

Proyek :
MARQUIS DE LAFAYATTE APARTMENT

Image not found or type unknown



Periode :
DESEMBER 2024

Disusun Oleh :
FERRY RYAN KUSUMA
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 MARQUIS DE LAFAYATTE APARTMENT

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	31	
1	5008442	RAFI AKMAL NUFANDI	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	HP	
2	5006012	EDI HERMAWAN	CLEANER	HP	HP	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
3	5007613	MUHAMMAD ZAKI	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	HS	HS	OFF	
4	5007780	MUHAMAD ULVI RIZAL	CLEANER	HP	OFF	HP	HP	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
5	5006407	IQBAL WAHYU SAPUTRA	CLEANER	HP	HS	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	HP	HP	HP
6	5006034	AGUS RICKY MARTIN	CLEANER	HS	HP	HP	HP	HP	OFF	HS	HP	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS
7	5007576	AFIF NUR ROHMAN	CLEANER	HS	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HM	HM	HM	HP	OFF	HP	HP	HP	HP
8	5009090	STIEVEN SANI PUTRA	CS-GARDENER	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HM	HM	HM	HS	HS	HS	OFF	HM	
9	5006007	NANANG SETIYAWAN	CLEANER	HS	HP	OFF	HS	HS	HS	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF
10	5008724	EKO BUDI UTOMO	CLEANER	HP	HP	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	HM	
11	5007616	MAKHDUM IBROHIM	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	OFF	HS	HS	OFF	HS	HS	HS
12	5008010	JAJANG SETIONO	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS
Total MP Shift Pagi:				7	6	6	7	5	6	6	7	6	6	6	5	6	6	7	6	6	6	5	6	6	7	6	5	5	4	6	6	7	6	5	
Total MP Shift Siang:				5	4	4	4	4	4	5	5	4	4	4	4	4	5	5	4	4	4	4	4	4	5	5	4	3	3	3	4	5	4	4	3
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	2	2	2	0	0				2
Total MP Libur:				0	2	2	1	3	2	1	0	2	2	2	3	2	1	0	2	2	2	3	2	1	0	2	2	2	3	2	1	1	2	2	
Total MP :				12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

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	31	
1	5006186	AHMAD MARYONO	CS-LEADER	HP	HS	HS	OFF	HP	HS	HP	HP	HP	HP	OFF	HP	HS	MD2	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	MD2	HP	HS	OFF	HS	HS	HS	
2	5006002	FERRY RYAN KUSUMA	CS-SUPERVISOR	OFF	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HP	OFF	HP	WD	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	
Total MP Shift Pagi:				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	
Total MP Shift Siang:				0	1	1	0	0	1	1	1	1	1	0	0	1	0	1	1	1	1	0	0	1	1	1	1	1	0	0	1	0	1	1	1

[illegible]



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	31	H	I	A	G	O	S	SR	IR	Keterangan	
1	5006002	CS-SUPERVISOR	O	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	5	0	0	0	-	
	FERRY RYAN KUSUMA																																										
2	5006007	CLEANER	H	H	O	H	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	H	O	26	0	0	0	5	0	0	0	-	
	NANANG SETIYAWAN																																										
3	5006012	CLEANER	H	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	H	H	O	H	27	0	0	0	4	0	0	0	-	
	EDI HERMAWAN																																										
4	5006034	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	H	27	0	0	0	4	0	0	0	-	
	AGUS RICKY MARTIN																																										
5	5006186	CS-LEADER	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	H	O	H	H	H	27	0	0	0	4	0	0	0	-
	AHMAD MARYONO																																										
6	5006407	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	H	27	0	0	0	4	0	0	0	-	
	IQBAL WAHYU SAPUTRA																																										
7	5007576	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	H	27	0	0	0	4	0	0	0	-	
	AFIF NUR ROHMAN																																										
8	5007613	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	O	26	0	0	0	5	0	0	0	-	
	MUHAMMAD ZAKI																																										
9	5007616	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	O	H	H	26	0	0	0	5	0	0	0	-	
	MAKHDUM IBROHIM																																										
10	5007780	CLEANER	H	O	H	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	IR	H	H	H	H	O	H	H	H	H	H	H	26	0	0	0	4	0	0	1	-	

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	31	H	I	A	G	O	S	SR	IR	Keterangan		
	MUHAMAD ULVI RIZAL																																											
11	5008010	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	H	27	0	0	0	4	0	0	0	-		
	JAJANG SETIONO																																											
12	5008442	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	27	0	0	0	4	0	0	0	-			
	RAFI AKMAL NUFANDI																																											
13	5008724	CLEANER	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	27	0	0	1	4	0	0	0	-			
	EKO BUDI UTOMO																					G																						
14	5009090	CS-GARDENER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	26	0	0	0	5	0	0	0	-		
	STIEVEN SANI PUTRA																																											
Total :																																		372	0	0	1	61	0	0	1			

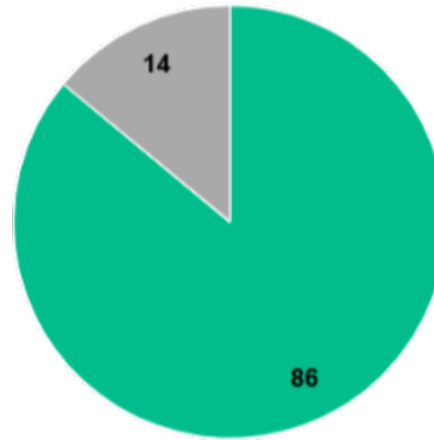
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIY MITRA		Nama
	2024-12-16 15:00:05	2024-12-18 10:43:30	Tgl	Tgl

TOTAL JADWAL : 434 MP

HADIR : 373 MP

OFF : 61 MP

TIDAK HADIR : 0 MP



Monthly : December





LAPORAN TABEL PERIODIK

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

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

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

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

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	31	JML	Ket						
							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	SN	SL								
							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	P	A	
LOBBY APT & LG																																													
1	ROC SARANG CILLING MALL , LAMPU CUV, LT. G DN LG	ROC SARANG CILLING MALL , LAMPU CUV, LT. G DN LG	0	5	0	0		P	A						P	A							P	A						P	A					P	A		5	5					
2	WALL CLEANING PINTU ALL LT. G & LG	WALL CLEANING PINTU ALL LT. G & LG	0	4	0	0				P	A						P	A						P	A						P	A							4	4					
3	WIPE CLEANING SPOTTING FURNITUE LT. G & LG	WIPE CLEANING SPOTTING FURNITUE LT. G & LG	0	4	0	0				P	A							P	A						P	A						P	A						4	4					
4	WALL CLEANING DINDING, SPOTTING STAINLESS TOILET G & LG	WALL CLEANING DINDING, SPOTTING STAINLESS TOILET G & LG	0	4	0	0					P	A						P	A							P	A						P	A					4	4					
5	WASHING LANTAI TOILET G DAN LG	WASHING LANTAI TOILET G DAN LG	0	4	0	0						P	A						P	A							P	A						P	A				4	4					
6	PEMBERIHAN STEP ESCALATOR	PEMBERIHAN STEP ESCALATOR	0	5	0	0	P	A							P	A												P	A							P	A		5	5					
Total Rencana :							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	26	26	100%			
Total Realisasi :							1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	26	26	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
Warna	Keterangan																																												
P	: Planning																																												
A	: Actual / Terealisasi																																												
X	: Tidak Terealisasi																																												

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

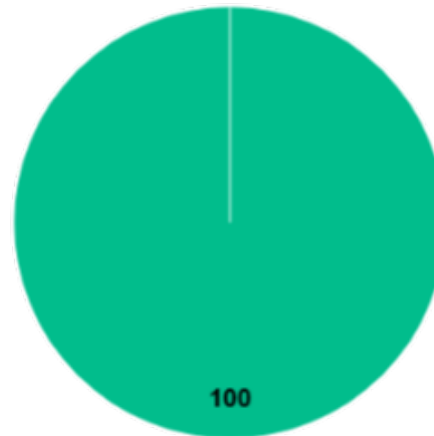
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REALISASI : 163

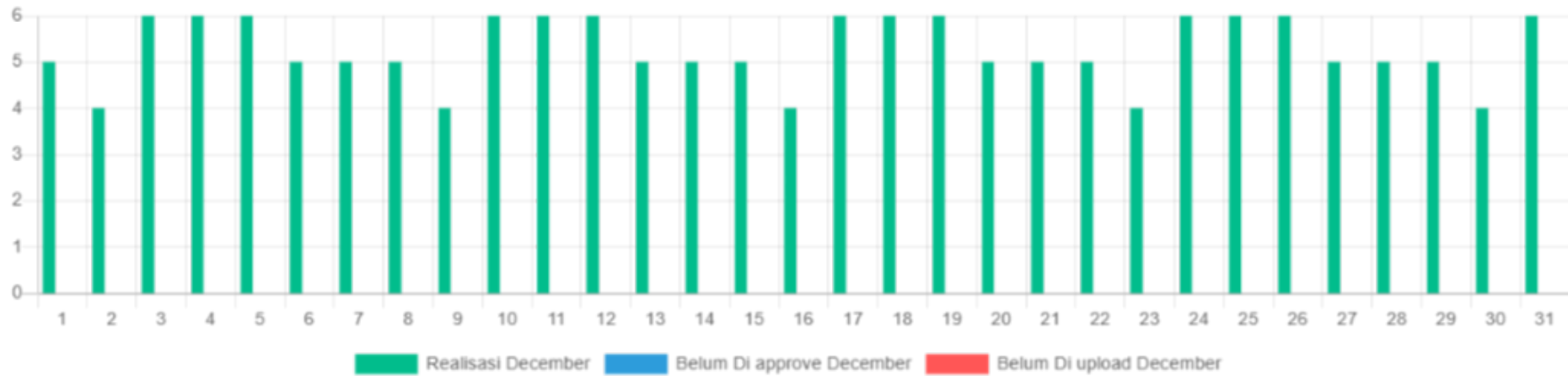
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0

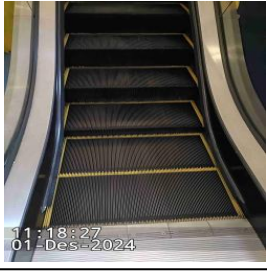
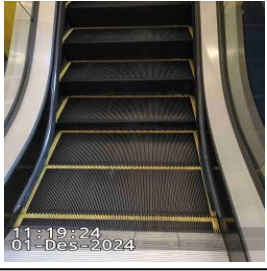


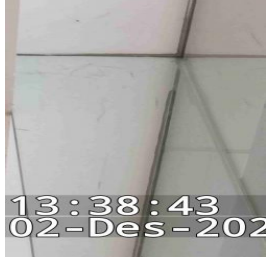
Monthly : December





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-12-2024	CAR PARK	WALL CLEANING PILAR PILAR DI CAR PARK	WALL CLEANING PILAR PILAR DI CAR PARK	 10:58:38 01-Dec-2024	 10:59:01 01-Dec-2024	 10:59:21 01-Dec-2024
2	01-12-2024	LOBBY APT & LG	PEMBERIHAN STEP ESCALATOR	PEMBERIHAN STEP ESCALATOR	 11:18:27 01-Dec-2024	 11:18:54 01-Dec-2024	 11:19:24 01-Dec-2024
3	01-12-2024	KORIDOR 1	PENCUCIAN SULO GARBAGE ROOM APARTEMEN	PENCUCIAN SULO GARBAGE ROOM APARTEMEN	 11:03:23 01-Dec-2024	 11:03:52 01-Dec-2024	 11:08:52 01-Dec-2024
4	01-12-2024	KORIDOR 2	PENCUCIAN SULO GARBAGE ROOM APARTEMEN	PENCUCIAN SULO GARBAGE ROOM APARTEMEN	 11:14:06 01-Dec-2024	 11:14:45 01-Dec-2024	 11:23:33 01-Dec-2024
5	01-12-2024	POOL & KORIDOR 22	GC ROOF WATER TANK	GC ROOF WATER TANK	 08:22:34 01-Dec-2024	 08:22:53 01-Dec-2024	 08:23:11 01-Dec-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-12-2024	CAR PARK	ROC CILING CAR PARK	ROC CILING CAR PARK	 13:32:22 02-Des-2024	 13:32:39 02-Des-2024	 13:32:54 02-Des-2024
2	02-12-2024	TAMAN	PERAPIAN, PEMANGKASAN, PENDANGIRAN TAMAN PLAY GROUND LT. 5	PERAPIAN, PEMANGKASAN, PENDANGIRAN TAMAN PLAY GROUND LT. 5	 13:45:46 02-Des-2024	 13:46:38 02-Des-2024	 13:47:04 02-Des-2024
3	02-12-2024	LOBBY APT & LG	ROC SARANG CILLING MALL, LAMPU CUV, LT. G DN LG	ROC SARANG CILLING MALL, LAMPU CUV, LT. G DN LG	 13:38:43 02-Des-2024	 13:39:04 02-Des-2024	 13:39:24 02-Des-2024
4	02-12-2024	POOL & KORIDOR 22	ROC SARANG LABA LABA CILLING LT. 22 DAN LT. 23	ROC SARANG LABA LABA CILLING LT. 22 DAN LT. 23	 13:28:14 02-Des-2024	 13:28:30 02-Des-2024	 13:28:44 02-Des-2024



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
14	0	0	0	0	14	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

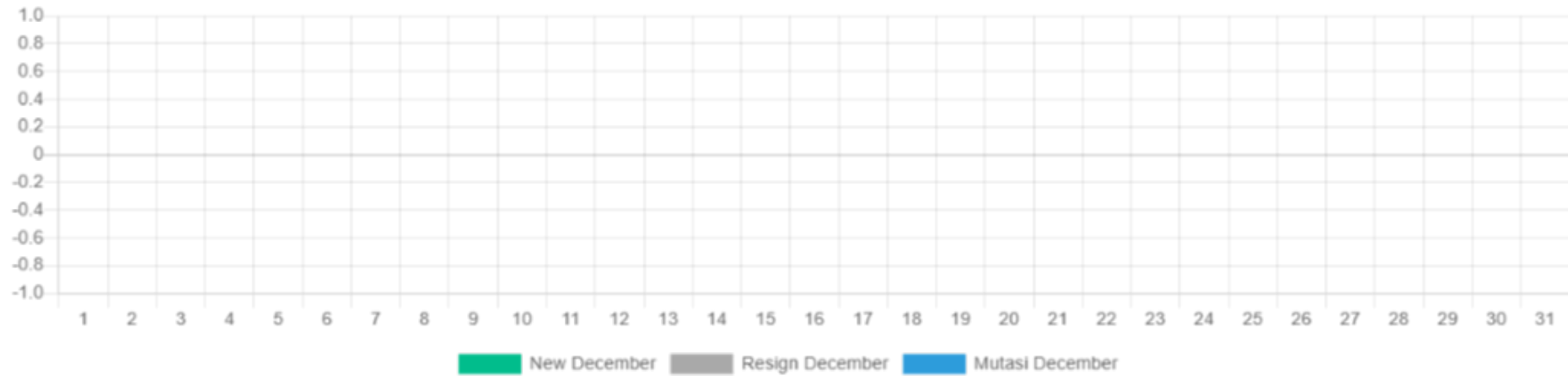
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : December





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
----	------------	-------------	------------	------------	--------------	-------------	--------------