

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CENTRAL CITY SEMARANG



Periode :
DESEMBER 2024

Disusun Oleh :
TRI SUJATMIKO
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 CENTRAL CITY SEMARANG

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.

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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	5005964	MUHAMMAD IHSAN MAULANA	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	OFF	HP	OFF	HP	HP	HP	HP	HP	
2	5005972	SAKTI CAHYO GUMELAR	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HP	HP	HS	HP	
3	5006253	IVAN NUR ANHARI	CLEANER	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HP	HS	OFF	HS	HP	HP	OFF	
4	5006439	NUR SAHID	CLEANER	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HP	HS	OFF	HS	
5	5006762	TUKINI FATMAWATI	CLEANER	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HS	HP	OFF	HS	HS	HS	OFF	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	
6	5006825	RIZKA ZUNIARTATIK	CLEANER	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HP	HP	HS	OFF	HP	HP	HS	HS	HS	HP	
7	5006826	MUHAMMAD NUR KAMID	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HS	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HP	
8	5007373	SETIYANI	CLEANER	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	
9	5007930	MUHAMAD SHOLIKHUDDIN	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	
10	5008663	GILANG PERMADI	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	OFF	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	
11	5009334	MUHAMMAD SYAMSUL MAARIF	CLEANER	HP	OFF	HS	HS	HS	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	
12	5010009	RIYAN HIDAYAT	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	OFF	HS	HS	OFF	HS	HS	HS	HP	HS	
Total MP Shift Pagi:				6	5	5	5	5	5	6	6	5	5	5	5	5	6	6	5	5	5	5	5	6	6	5	5	5	5	6	6	6	5	5	
Total MP Shift Siang:				6	5	5	4	4	5	6	6	5	5	4	4	5	6	6	4	4	4	4	5	6	6	4	4	4	4	4	6	6	5	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					
Total MP Libur:				0	2	2	3	3	2	0	0	2	2	3	3	2	0	0	3	3	3	3	3	2	0	0	3	3	3	3	2	0		2	3
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	5006018	TRI SUJATMIKO	CS-LEADER	HS	HP	HP	HP	MD1	OFF	HS	HS	HS	HS	HS	MD1	OFF	HS	HS	HS	HS	HS	MD1	OFF	HS	HP	HP	HP	HP	MD1	OFF	HP	HS	OFF	MD1	
2	5007838	DWI SULISTIO WIBOWO	CS-LEADER	HP	HS	HS	HS	OFF	MD1	HP	HP	HP	HP	HP	OFF	MD1	HP	HP	HP	HP	HP	OFF	MD1	HP	HS	HS	HS	HS	OFF	MD1	HS	HP	MD1	OFF	
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	1	1	1	1	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	1	0	0	1	1		



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	5005964	CLEANER	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	O	H	O	H	H	H	H	H	H	26	0	0	2	5	0	0	0	-
	MUHAMMAD IHSAN MAULANA										G																																
2	5005972	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	H	H	27	0	0	0	4	0	0	0	-
	SAKTI CAHYO GUMELAR																																										
3	5006018	CS-LEADER	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	O	H	26	0	0	0	5	0	0	0	-	
	TRI SUJATMIKO																																										
4	5006253	CLEANER	H	IR	H	H	H	O	H	H	H	H	H	H	O	H	H	A	A	H	I	O	h	I	H	H	H	H	O	H	H	H	O	21	2	2	1	5	0	0	1	-	
	IVAN NUR ANHARI												G																														
5	5006439	CLEANER	H	O	H	H	H	H	H	SR	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	25	0	0	3	5	0	1	0	-	
	NUR SAHID			G																																							
6	5006762	CLEANER	H	H	H	H	O	H	H	H	H	H	H	O	H	H	IR	O	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	25	0	0	0	5	0	0	1	-	
	TUKINI FATMAWATI																																										
7	5006825	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	H	H	27	0	0	0	4	0	0	0	-
	RIZKA ZUNIARTATIK																																										
8	5006826	CLEANER	H	H	H	O	H	H	H	H	IR	H	O	H	H	H	H	H	H	O	H	h	IR	H	H	H	O	H	H	H	H	H	H	25	0	0	0	4	0	0	2	-	
	MUHAMMAD NUR KAMID																																										
9	5007373	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	-	
	SETIYANI																																										
10	5007838	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	O	26	0	0	0	5	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	31	H	I	A	G	O	S	SR	IR	Keterangan		
	DWI SULISTIO WIBOWO																																											
11	5007930	CLEANER	H	H	O	H	H	H	H	H	H	O	I	H	H	H	H	H	O	H	H	SR	H	H	H	O	H	H	H	H	H	H	O	24	1	0	1	5	0	1	0	-		
	MUHAMAD SHOLIKHUDDIN																																											
12	5008663	CLEANER	H	A	H	H	H	O	H	H	H	H	H	H	O	H	H	H	O	H	H	O	H	H	H	H	H	H	O	H	H	H	H	25	0	1	2	5	0	0	0	-		
	GILANG PERMADI																																											
13	5009334	CLEANER	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	H	26	0	0	1	5	0	0	0	-		
	MUHAMMAD SYAMSUL MAARIF								G																																			
14	5010009	CLEANER	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	O	H	H	O	H	H	H	H	H	26	0	0	1	5	0	0	0	-			
	RIYAN HIDAYAT																G																											
Total :																																	355	3	3	11	67	0	2	4				

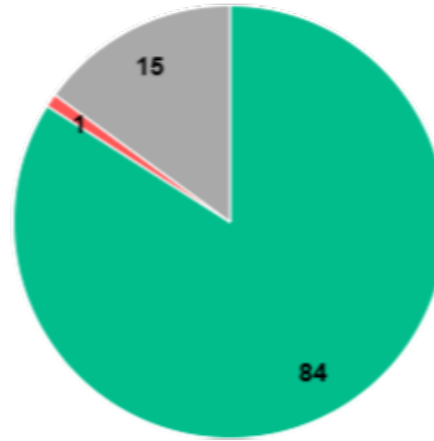
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIH MITRA		Nama
	2024-12-16 15:00:26	2024-12-18 09:28:04	Tgl	Tgl

TOTAL JADWAL : 436 MP

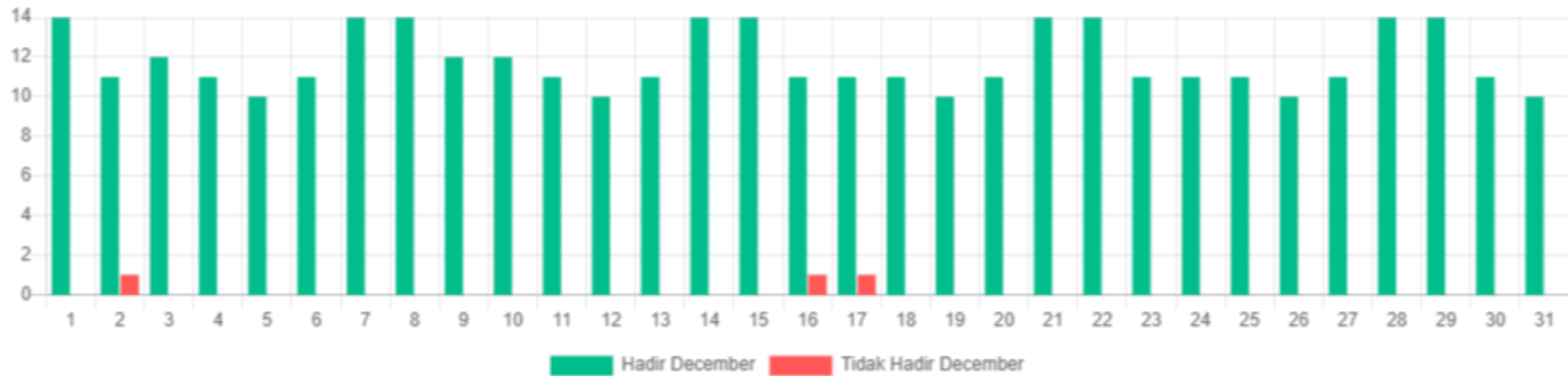
HADIR : 366 MP

OFF : 67 MP

TIDAK HADIR : 3 MP



Monthly : December





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	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		
KORIDOR																																							
1	LANGIT-LANGIT	ROC	0	5	0	0		P	A						P	A					P	A							P	A					P	A	5	5	
2	PLAFON&AKSESORIS	ROC	0	5	0	0			P	A						P	A					P	A							P	A					P	A	5	5
3	BOX HIDRANT	GENERAL CLEANING	0	4	0	0				P	A						P	A					P	A						P	A						4	4	
4	DINDING	WALL CLEANING	0	4	0	0					P	A						P	A					P	A						P	A					4	4	
5	KACA LOBBY	GLASS CLEANING	0	4	0	0						P	A						P	A					P	A					P	A					4	4	
6	LOGO TENANT	ROC	0	4	0	0					P	A						P	A						P	A					P	A					4	4	
7	LANTAI KORIDOR	WASHING	0	4	0	0							P	A					P	A						P	A						P	A			4	4	
8	LANTAI STAND KORIDOR	WASHING	0	5	0	0	P	A							P	A					P	A						P	A						P	A	5	5	
9	PANEL ROOM INDOOR	GENERAL CLEANING	0	4	0	0				P	A							P	A					P	A					P	A						4	4	
10	LANTAI KORIDOR	SCRUBBING	0	1	0	0																	P													1	0		
SALASAR&LOBBY																																							
1	LANGIT-LANGIT	ROC	0	5	0	0		P	A						P	A					P	A							P	A					P	A	5	5	
2	PLAFON&AKSESORIS	ROC	0	5	0	0			P	A							P	A				P	A							P	A					P	A	5	5
3	PILAR ACP	WALL CLEANING	0	4	0	0				P	A							P	A					P	A						P	A					4	4	
4	KACA SALASAR	GLASS CLEANING	0	4	0	0					P	A						P	A						P	A						P	A				4	4	
5	AKSESORIS LOBBY	GENERAL CLEANING	0	4	0	0						P	A						P	A					P	A						P	A				4	4	
6	BUFFING LANTAI LOBBY	DRY BUFFING	0	4	0	0							P	A					P	A					P	A						P	A				4	4	
7	BOX HYDRANT	GENERAL CLEANING	0	4	0	0				P	A							P	A						P	A					P	A					4	4	
8	STANDING ASTRAY	WASHING	0	5	0	0	P	A							P	A					P	A						P	A					P	A	5	5		
9	NOMAD LOBBY	WASHING	0	4	0	0								P	A					P	A						P	A					P	A			4	4	
TOILET																																							
1	LANGIT-LANGIT	ROC	0	5	0	0		P	A						P	A					P	A							P	A					P	A	5	5	
2	PLAFON&AKSESORIS	ROC	0	5	0	0			P	A							P	A				P	A							P	A					P	A	5	5
3	DINDING	WALL CLEANING	0	4	0	0				P	A							P	A					P	A						P	A					4	4	
4	TEMPAT WUDHU	SPOTTING	0	4	0	0					P	A						P	A						P	A					P	A					4	4	
5	KERAK URINAL	BRUSHING	0	4	0	0						P	A						P	A						P	A					P	A				4	4	
6	FLOOR DRAINAGE	SPOTTING	0	4	0	0							P	A						P	A						P	A					P	A			4	4	
7	TEMPAT SAMPAH	BRUSHING	0	5	0	0	P	A							P	A					P	A						P	A					P	A	5	5		
8	KERAK CLOSED	SPOTTING	0	4	0	0				P	A							P	A						P	A					P	A					4	4	
9	LANTAI TOILET	SPOTTING	0	5	0	0	P	A							P	A					P	A						P	A					P	A	5	5		
10	KARPET MUSHOLA	WASHING	0	2	0	0													P	A							P	A					P	A	2	2			
11	LANTAI MUSHOLA	BRUSHING	0	4	0	0							P	A					P	A							P	A					P	A			4	4	

Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi

Warna	Keterangan
X	: Tidak Terealisasi

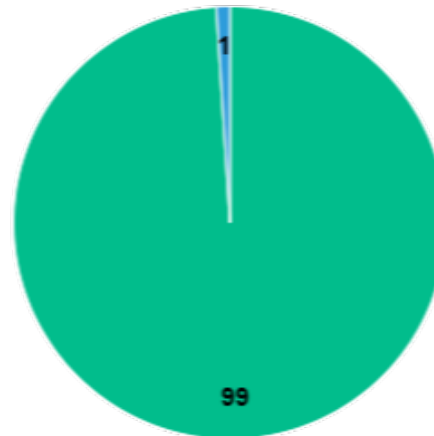
PEKERJAAN : 276

REALISASI : 273

DIALIHKAN : 0

BELUM APPROVE : 3

BELUM UPLOAD : 0

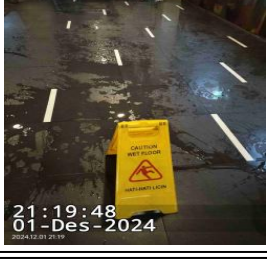


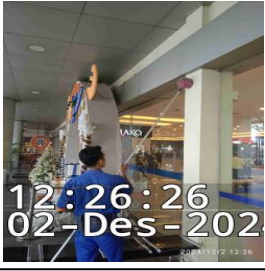
Monthly : December





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-12-2024	CENTRAL CITY MALL	WASHING	STANDING ASTRAY	 21:13:07 01-Dec-2024	 21:15:07 01-Dec-2024	 21:46:19 01-Dec-2024
2	01-12-2024	CENTRAL CITY MALL	WASHING	LANTAI STAND KORIDOR	 11:54:17 01-Dec-2024	 11:54:35 01-Dec-2024	 11:57:21 01-Dec-2024
3	01-12-2024	CENTRAL CITY MALL	SPOTTING	LANTAI TOILET	 20:40:50 01-Dec-2024	 20:43:13 01-Dec-2024	 20:50:51 01-Dec-2024
4	01-12-2024	CENTRAL CITY MALL	BRUSHING	TEMPAT SAMPAH	 21:13:46 01-Dec-2024	 21:14:41 01-Dec-2024	 21:47:19 01-Dec-2024
5	01-12-2024	CENTRAL CITY MALL	GENERAL CLEANING	GULMA	 14:40:15 01-Dec-2024	 14:41:38 01-Dec-2024	 14:45:12 01-Dec-2024
6	01-12-2024	CENTRAL CITY MALL	BRUSHING	LANTAI FOODCOURT	 21:19:48 01-Dec-2024	 21:20:21 01-Dec-2024	 21:24:57 01-Dec-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-12-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT			
2	02-12-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT			
3	02-12-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT			
4	02-12-2024	CENTRAL CITY MALL	PENCABUTAN	MINI GARDEN PARKIR MOTOR			
5	02-12-2024	CENTRAL CITY MALL	ROC	LANGIT-LANGIT			
6	02-12-2024	CENTRAL CITY MALL	SPOTTING	MEJA FOODCOURT			



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

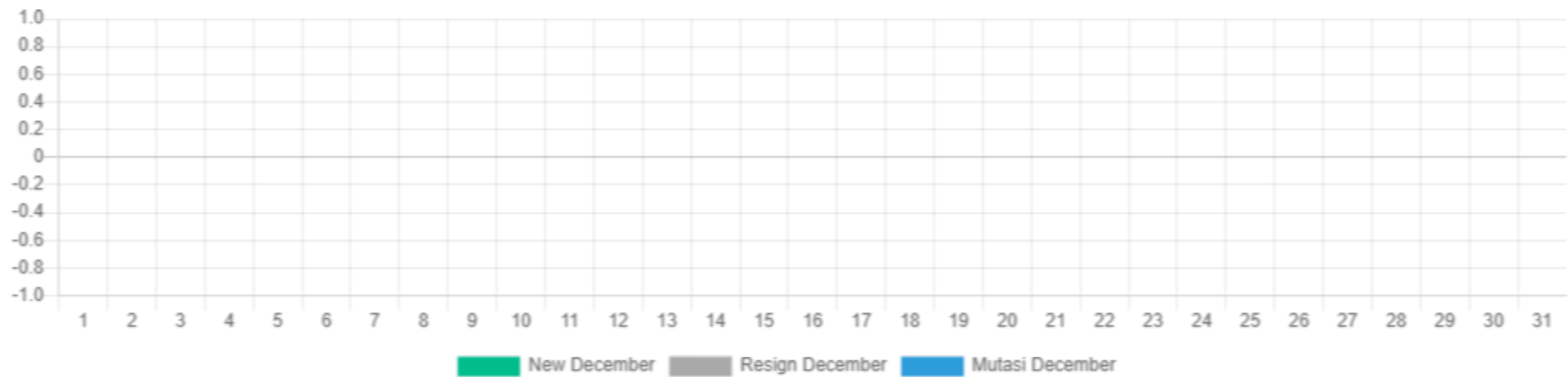
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : December





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5/60/LOSP/3429	LOW SPEED POLISHER	REDWIND			BAIK	-
2	CF5/59/HPRE/3431	HIGH PRESSURE	ROTANO			BAIK	-
3	CF5/35/KR25/3597	KABEL ROLL 25 METER	KAISER			BAIK	-