

LAPORAN BULANAN CLEANING SERVICE

Proyek :
DEPOK PESONA SQUARE



Periode :

DESEMBER 2024

Disusun Oleh :

EDISON

CS-CHIEF 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 DEPOK PESONA 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.

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	
1	1015257	ANDIK MISIANTO	CS-GONDOLA	OFF	HM1	HM1	OFF	HM1	HM1	HM3	HM1	HM1	HM1	HM1	HM1	OFF	HM1	HM1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HM1	HM1	HM1	HM1	HM1	HM1	OFF	
2	1021452	MISBAHUDIN	CLEANER	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	
3	1021453	MUHAMAD ADRIAN	CLEANER	HM1	HM1	OFF	HS	HS	HS	HM1	HM1	HM1	OFF	HS	HS	HS	HM1	HM1	HM1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HS	HP 1	OFF	HP 1	HP 1	HP 1	
4	1025149	ARIEF MAULANA	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	
5	1025152	DEWI ARIEMBI	CS-TOILET_ATTENDANT	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	HS	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	HP 1	MD1	
6	1025154	ERNA TRI YULISTYANI	CLEANER	HS	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	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	
7	1025158	SITI MASITOH	CS-TOILET_ATTENDANT	OFF	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	
8	1025368	MUHAMAD IRVAN	CLEANER	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	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
9	1027399	DEDE KURNIAWAN	CS-GONDOLA	OFF	HM1	HM1	OFF	HM1	HM1	HM3	HM1	HM1	HM1	HM1	OFF	HM1	HM1	HM1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HM1	HM1	HM1	HM1	HM1	HM1	OFF	
10	1030703	RINI MARLIANI	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	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	
11	1031874	AHMAD FAUZI	CLEANER	HM1	HM1	OFF	HS	HS	HS	HM1	HM1	HM1	OFF	HS	HS	HS	HM1	HM1	HM1	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
12	1031875	M FACHRY NUR	CLEANER	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	HS	HS	HS	HM1	HM1	HM1	OFF	HS	HS	HS	HM1	HM1	
13	1031992	UBAIDILLAH MUFA	CS-ADMIN	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	
14	1031299	SRI WINARTI	CLEANER	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	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS
15	1033753	MUHAMMAD ADITYA RAHMAT	CLEANER	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	HS	OFF
16	1033882	MUHAMMAD FAHMY ADZ DZIKRI	CLEANER	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	HP 1	HS	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HS	HP 1
17	1034274	DWI YULIANTO SUKISNO	CLEANER	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	HS	HS	HS	OFF	HP 1	HS	HS	HS	HS	HS	HS	OFF	HP 1	HS	HS
18	1035025	LUTPI	CLEANER	OFF	HS	HS	HS	HP 1	HS	OFF	HS	HS	HS	HS	HP 1	HS	OFF	HS	HS	HS	HS	HP 1	HS	OFF	HS	HS	HS	HS	HS	HP 1	HS	OFF	HS
19	1035287	AHMAD HAERUDIN	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	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
20	1035395	SITI NURMAYA	CS-TOILET_ATTENDANT	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF
21	1035536	MEY TASYA	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS
22	1035548	ANDREY VANADY	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1
23	1035679	IRFAN FAUZI	CLEANER	HP 1	HP 1	HP 1	HP 1	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HS	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HS	OFF	HP 1	HP 1

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	
24	1035680	ACHMAD FAQIH	CLEANER	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	HS	HS	HS	HM1	HM1	HM1	OFF	HS	HS	HS	HM1	HM	
25	1035681	BAREB WAHYU WIJAKSONO	CLEANER	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	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP	
26	1035908	MUHAMMAD TAUFIQ QUR RAHMAN YUNANT	CS-GONDOLA	OFF	HM1	HM1	OFF	HM1	HM1	HM3	HM1	HM1	HM1	HM1	HM1	HM1	OFF	HM1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HM1	HM1	HM1	HM1	HM1	HM1	HM1	OF
27	1036172	APRIANSYAH	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
28	1036178	RIZKA MAILIANA	CLEANER	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	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP 1	HS	HS	HS	HS
29	1036455	HASTA RUKMANA	CLEANER	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	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS
30	1036563	DENI FAHRIZAL	CLEANER	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	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OF
31	1038363	HARYANTI	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	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
32	1038372	PANDU NURHUDA	CS-TOILET_ATTENDANT	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD
33	1038382	SRI WINARTI	CLEANER	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	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS
34	1038814	FEBYLIA	CS-TOILET_ATTENDANT	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD
35	1039249	RIONAL PRATAMA PUTRA	CS-TOILET_ATTENDANT	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD
36	1039548	RAYKEN FIRDAUS	CS-TOILET_ATTENDANT	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1																
37	1039894	MUHAMMAD FAIZ MUBAROK AL BADR	CS-TOILET_ATTENDANT	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD
38	1040080	ADE AHMAD MUHAJIR	CS-TOILET_ATTENDANT	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD
39	1040081	AMANDA DWI LARASATI	CS-TOILET_ATTENDANT	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1											
40	1040329	MUHAMMAD IDRIS	CS-TOILET_ATTENDANT	MD1	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD
41	1040399	WARSINAH	CS-TOILET_ATTENDANT	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD
42	1040531	MUHAMMAD ARSAD	CS-TOILET_ATTENDANT																			MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD	
Total MP Shift Pagi:				23	23	23	22	23	24	24	23	23	23	21	23	24	24	23	23	24	24	25	25	25	21	21	21	22	21	22	22	21	21
Total MP Shift Siang:				8	8	9	9	9	9	8	8	8	9	10	9	9	8	8	9	10	9	10	10	9	9	9	10	9	10	10	9	9	9
Total MP Shift Malam:				2	5	3	0	3	3	5	5	5	3	3	2	2	4	5	2	0	0	0	0	2	2	5	3	3	3	3	5	2	2

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI



LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

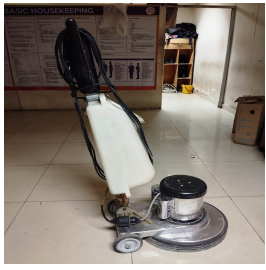


LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/SCRB/173	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK
2	CF1/3/VC30/171	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
3	CF1/3/HISP/4418	HIGH SPEED POLISHER	INNOTECH			BAIK	-
4	CF1/3/HISP/4417	HIGH SPEED POLISHER	INNOTECH			BAIK	-
5	CF1/3/SCRB/4380	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-
6	CF1/3/SCRB/4269	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/8/KR50/176	KABEL ROLL 50 METER	KRISBOW			BAIK	-
8	CF1/54/PRNT/175	PRINTER	CANON			BAIK	-
9	CF1/13/HTUH-HTVH/174	HANDY TALKIE	MOTOROLA			BAIK	-
10	CF1/3/SCRB/172	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-
11	CF1/21/LOSP/154	LOW SPEED POLISHER	GOLDIE			BAIK	-
12	CF1/3/VC30/170	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF1/59/HPRE/162	HIGH PRESSURE	ROTANO			BAIK	-
14	CF1/65/RION/161	RIDE ON SCRUBBER	COLUMBUS			BAIK	-
15	CF1/3/VC60/160	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
16	CF1/3/VC60/159	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
17	CF1/3/HISP/158	HIGH SPEED POLISHER	INNOTECH			BAIK	-
18	CF1/21/LOSP/157	LOW SPEED POLISHER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
19	CF1/21/LOSP/156	LOW SPEED POLISHER	GOLDIE			BAIK	-
20	CF1/21/LOSP/155	LOW SPEED POLISHER	GOLDIE			BAIK	-