

LAPORAN BULANAN CLEANING SERVICE

Proyek :
GRAHA MRA



Periode :
DESEMBER 2024

Disusun Oleh :

ISROFI
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 GRAHA MRA

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 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	1011788	RUDY SALAM	CLEANER	WD	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	OFF	MD1	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	OFF	MD1	HS	HS	
2	1016602	SAWALUDIN	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	MD1	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	MD1	HS	HS	WD	OFF	HP	HP	
3	1017090	TEDDY RUSDI	CLEANER	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	WD	HP	HP	WD	OFF	HP	HP	
4	1017286	DIDIN SAPUTRA	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	WD	OFF	HS	HS	WD	HS	HS	MD1	OFF	HS	HS	
5	1021310	SITI MAIMUNAH	CLEANER	WD	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	OFF	WD	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	OFF	WD	HP	HP	
6	1030046	SUCI AMELIA UTAMI	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	HP	HP	HP	WD	OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	WD	HS	HS	WD	OFF	HP	HP	
7	1035523	WAGE RAHARJO	CS-GONDOLA	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	WD	OFF	HP	HP	
8	1035668	FACHRUL ROZY	CLEANER	MD1	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	WD	HP	HP	OFF	WD	HP	HP	
9	1036434	SUPRIYADI	CS-GONDOLA	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	WD	OFF	HP	HP	
10	1036956	RINA SETIAWATI	CLEANER	WD	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	OFF	WD	HP	HP	
11	1037186	DARMIDI	CS-GONDOLA	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	WD	OFF	HP	HP	
12	1038693	ABDUL MUHRIP	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	HS	WD	OFF	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	MD1	HS	HS	WD	OFF	HS	HS	
13	1039344	AINA FITRIAH	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	WD	HP	HP	WD	OFF	HS	HS	
14	1040177	AHMAD RULI AGUSTIAN	CLEANER	WD	HP	HP	HP	HP	HP	MD1	OFF	HP	HP	HP	HP	HP	OFF	WD	HP	HP	HP	HP	HP	WD	OFF	HP	HP	WD	HP	HP	OFF	WD	HP	HP	
Total MP Shift Pagi:				1	10	10	10	10	10	1	1	10	10	10	10	10	1	1	10	10	10	10	10	1	1	10	10	2	10	10	1	1	10	10	
Total MP Shift Siang:				0	4	4	4	4	4	0	0	4	4	4	4	4	4	0	0	4	4	4	4	4	0	0	4	4	0	4	4	0		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:				9	0	0	0	0	0	5	9	0	0	0	0	0	0	5	9	0	0	0	0	0	5	9	0	0	0	0	0	5	9		
Total MP :				10	14	14	14	14	14	6	10	14	14	14	14	14	14	6	10	14	14	14	14	14	6	10	14	14	2	14	14	6	10	14	14

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	1000769	SUHENDAR	CS-LEADER	WD	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	HS	OFF	WD	HS	HS	WD	HS	HS	OFF	WD	HS	HS
2	1033815	ISROFI	CS-SUPERVISOR	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	OFF	HP	HP	WD	OFF	HP	HP

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	
Total MP Shift Pagi:				0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	0	1	1	0		1	1	
Total MP Shift Siang:				0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	0	1	1	0		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:				1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	1	0	0	1	1		
Total MP :				1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	2	1	1	2	2	1	2	2	1	1	2	2



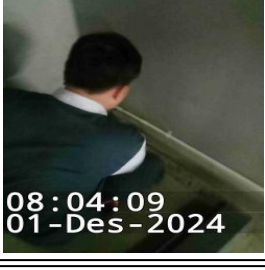
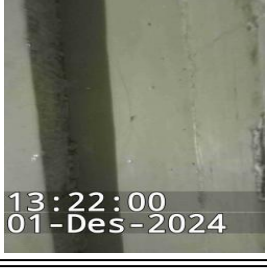
LAPORAN REKAP ABSENSI



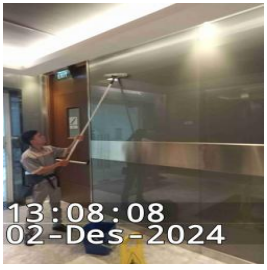
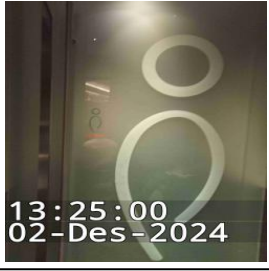
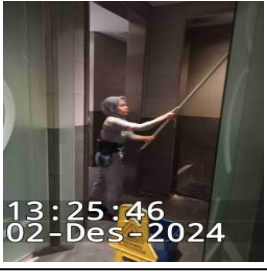
LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-12-2024	AREA SHIFT PAGI	BRUSHING	BRUSHING LANTAI PALIMANAN EXTERNAL	 08:12:17 01-Dec-2024	 09:19:02 01-Dec-2024	 13:38:44 01-Dec-2024
2	01-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	CLEANING GATTER DAN FLOOR DRAIN	 08:17:12 01-Dec-2024	 08:21:51 01-Dec-2024	 08:25:24 01-Dec-2024
3	01-12-2024	AREA SHIFT PAGI	GENERAL CLEANING	CLEANING TOILET DAN MUSHOLA	 09:24:26 01-Dec-2024	 09:25:34 01-Dec-2024	 12:29:05 01-Dec-2024
4	01-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	CLEANING MINI GATTER DAN FLOOR DRAIN	 08:03:28 01-Dec-2024	 08:04:09 01-Dec-2024	 13:22:00 01-Dec-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	BRUSHING MANUAL TPS	 07:40:16 02-Dec-2024	 10:46:25 02-Dec-2024	 14:21:15 02-Dec-2024
2	02-12-2024	AREA SHIFT PAGI	WALL CLEANING	WALL CLEANING PILAR DROP OFF	 14:15:46 02-Dec-2024	 14:16:20 02-Dec-2024	 15:45:17 02-Dec-2024
3	02-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	CLEANING RUANG ELEVATOR LIFT	 13:36:20 02-Dec-2024	 13:36:40 02-Dec-2024	 13:41:21 02-Dec-2024
4	02-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	CLEANING DAKTING RAM DAN KISI-KISI	 19:13:43 02-Dec-2024	 19:14:06 02-Dec-2024	 20:46:59 02-Dec-2024
5	02-12-2024	AREA SHIFT PAGI	WALL CLEANING	WALL CLEANING PILAR KORIDOR	 14:21:48 02-Dec-2024	 14:22:41 02-Dec-2024	 15:44:17 02-Dec-2024
6	02-12-2024	AREA SHIFT PAGI	DETAIL CLEANING	CLEANING PLAFON DAN PINTU KAYU	 14:18:59 02-Dec-2024	 14:19:17 02-Dec-2024	 15:43:34 02-Dec-2024

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	02-12-2024	AREA SHIFT PAGI	WALL CLEANING	WALL CLEANING AKRILIK DAN MARMER KORIDOR	 13:07:44 02-Dec-2024	 13:08:08 02-Dec-2024	 18:44:02 02-Dec-2024
8	02-12-2024	AREA SHIFT PAGI	GLASS CLEANING	GLASS CLEANING PINTU DAN CERMIN	 13:25:00 02-Dec-2024	 13:25:46 02-Dec-2024	 18:51:02 02-Dec-2024



LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC60/235	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF1/21/LOSP/233	LOW SPEED POLISHER	GOLDIE			BAIK	-
3	CF1/3/VC30/234	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
4	CF1/21/LOSP/919	LOW SPEED POLISHER	GOLDIE			BAIK	-
5	CF1/13/HTUH-HTVH/1512	HANDY TALKIE	MOTOROLLA			BAIK	-
6	CF1/13/HTUH-HTVH/1513	HANDY TALKIE	MOTOROLLA			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/35/KR50/1514	KABEL ROLL 50 METER	KAISER			BAIK	-