

LAPORAN BULANAN CLEANING SERVICE

Proyek :
BALTOS



Periode :

DESEMBER 2024

Disusun Oleh :

KARTIMAN

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 BALTOS

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

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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
1	2000602	WAHYU	CLEANER	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	HS	HS	HS
2	2000848	NANA KUSNAEDI	CLEANER	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	OFF	HP	HP	HP
3	2001030	MUHAMAD SAHRUL IMAN	CLEANER	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	OFF	HP
4	2001551	SAFRUDIN	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	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1
5	2002662	ARI MARTINDO	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
6	2002664	YUNINGSIH	CLEANER	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	MD1
7	2002665	SAEFUL WAHYUDIN	CLEANER	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	HP	HP	HP
8	2002666	SULAEMAN	CLEANER	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	OFF
9	2002667	NANA SURYANA	CLEANER	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	HP	OFF
10	2002669	KURNIA SANDI	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	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1
11	2002671	UHAN SUMANTA	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS
12	2002674	AGUS SATARI	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF											
13	2002675	SONI IRWAN KRISTIAWAN	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	HP	OFF	HP	HP	HP
14	2002744	TONI RESTIAWANTO	CLEANER	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS
15	2002746	UNA GUNAWAN	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	HP	OFF	HP	HP	HP
16	2002805	NUR CAHYA	CLEANER	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	MD1
17	2003132	AKBAR	CLEANER	MD1	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	HS	HS	OFF	MD1	HS	HS	HS	HS	HS	HS	OFF	MD1
18	2003262	BAGAS GUSFIAR	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	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF
19	2003362	M ALFARISKI	CLEANER	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
20	2003459	ASEP ROBI HIDAYAT	CLEANER	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	MD1	MD1	MD1	OFF
21	2003536	RENDY APANDY	CLEANER	HP	HP	HP	OFF	HP 1	HP	HP 1	HP	HP	HP	OFF	HP 1	HP	HP 1	HP	HP	HP	OFF	HP 1	HP	HP 1	HP	HP	HP	OFF	HP 1	HP	HP 1	HP	HP
22	2003571	AHMAD RAMDHAN NURDIANSYAH	CLEANER	HP	HP 1	HP	MD1	HP	HP	OFF	HP	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1
23	2003612	DIAN NUGRAHA	CLEANER	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	HP 1	HP	MD1	HP	HP	OFF	MD1	HP 1	HP	MD1	HP	HP	OFF	HP	HP 1	HP	MD1	HP	HP	OFF	HP	HP 1
24	2003625	WILMAN OTNIAL TANELAPH	CLEANER	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	HS	HS	HS	OFF
Total MP Shift Pagi:				16	16	15	16	15	15	16	16	16	15	16	15	15	16	16	16	15	16	15	15	16	16	16	15	16	15	15	16	16	16
Total MP Shift Siang:				5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	4	4	4	4	4	5	4	4	4

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

[illegible]

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	
10	2002665	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	H	O	H	H	H	H	27	0	0	0	4	0	0	0	-
	SAEFUL WAHYUDIN																																										
11	2002666	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	I	O	H	25	1	0	0	5	0	0	0	-	
	SULAEMAN																																										
12	2002667	CLEANER	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	H	26	0	0	0	5	0	0	0	-	
	NANA SURYANA																																										
13	2002668	CS-LEADER	O	S	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	h	SR	H	H	H	O	H	h	24	0	0	0	5	1	1	0	-	
	DEDIN SAEPUDIN																																										
14	2002669	CLEANER	S	S	H	H	O	H	H	H	H	H	h	O	SR	SR	S	S	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	21	0	0	0	4	4	2	0	-
	KURNIA SANDI																																										
15	2002671	CLEANER	S	S	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	25	0	0	0	4	2	0	0	-	
	UHAN SUMANTA																																										
16	2002673	CS-LEADER	H	O	S	H	H	H	H	H	O	S	H	H	H	H	H	O	H	H	H	H	h	O	H	H	H	H	H	H	H	O	H	24	0	0	1	5	2	0	0	-	
	RUDI MUHAMAD ROJALI			G																																							
17	2002674	CLEANER	H	H	H	H	O	H	H	H	S	I	S	O	S	A	A	A	A	A	O														7	1	5	0	3	3	0	0	SUDAH_CLEARENSHEET
	AGUS SATARI																																										
18	2002675	CLEANER	H	H	H	H	O	H	H	H	H	I	I	O	I	H	H	H	H	H	O	H	H	H	S	H	H	O	H	H	H	H	H	23	3	0	0	4	1	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		
	SONI IRWAN KRISTIAWAN																																											
19	2002677	CS-LEADER	A	O	A	A	A	A	A	A	A	O	A	A	A	A	A	O	A	A	A	A	A	A	O	A	A	A	A	A	O	A	0	0	26	0	5	0	0	0	0		SUDAH_CLEARENSHEET	
	MOHAMAD NASIR																																											
20	2002744	CLEANER	H	H	H	O	H	H	H	SR	A	H	O	H	H	H	H	H	H	O	H	h	H	H	H	H	O	H	H	H	H	H	A	24	0	2	0	4	0	1	0		-	
	TONI RESTIAWANTO																																											
21	2002746	CLEANER	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	27	0	0	0	4	0	0	0		-
	UNA GUNAWAN																																											
22	2002805	CLEANER	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	I	H	H	H	O	H	H	H	H	H	H	H	26	1	0	0	4	0	0	0		-
	NUR CAHYA																																											
23	2003132	CLEANER	A	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	A	H	25	0	2	2	4	0	0	0		-	
	AKBAR								G																																			
24	2003262	CLEANER	H	O	H	H	H	H	H	I	O	S	S	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	I	22	2	0	1	5	2	0	0		SUDAH_CLEARENSHEET	
	BAGAS GUSFIAR																																											
25	2003362	CLEANER	H	H	O	S	S	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	A	O	23	0	1	0	5	2	0	0		-	
	M ALFARISKI																																											
26	2003459	CLEANER	O	H	H	S	H	H	H	O	H	H	H	S	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	24	0	0	0	5	2	0	0		-
	ASEP ROBI HIDAYAT																																											
27	2003536	CLEANER	A	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	I	H	H	O	H	H	I	I	A	H	22	3	2	0	4	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		
	RENDY APANDY																																											
28	2003571	CLEANER	A	H	H	H	H	H	O	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	I	H	H	H	I	O	23	2	1	1	5	0	0	0	-		
	AHMAD RAMDHAN NURDIANSYAH																																											
29	2003612	CLEANER	H	H	O	H	H	H	I	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	1	0	0	4	0	0	0	-		
	DIAN NUGRAHA																																											
30	2003625	CLEANER	A	O	A	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	S	O	H	H	H	H	H	H	O	I	22	1	2	0	5	1	0	0	-		
	WILMAN OTNIAL TANELAPH																																											
Total :																																		674	18	69	6	132	21	4	0			

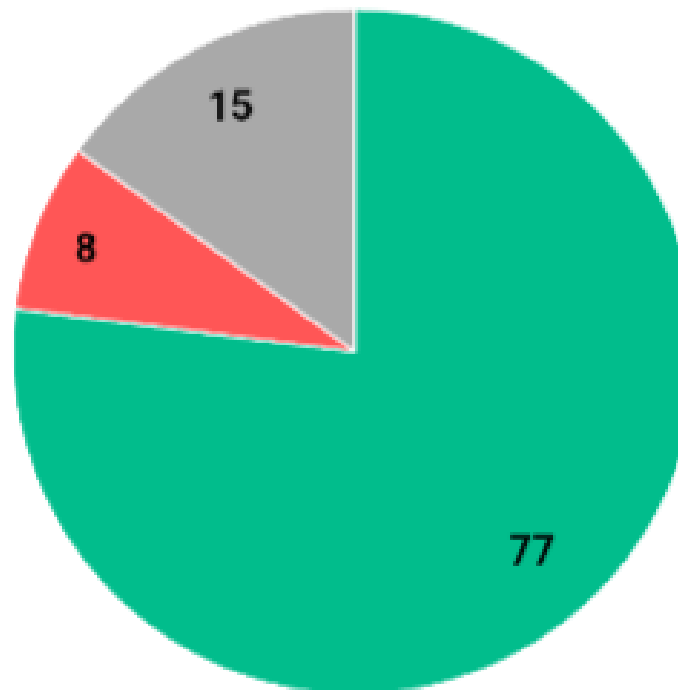
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ADE ANA	MUHAMMAD TASI H MITRA		Nama
	2024-12-16 09:11:21	2024-12-18 08:17:05	Tgl	Tgl

TOTAL JADWAL : 881 MP

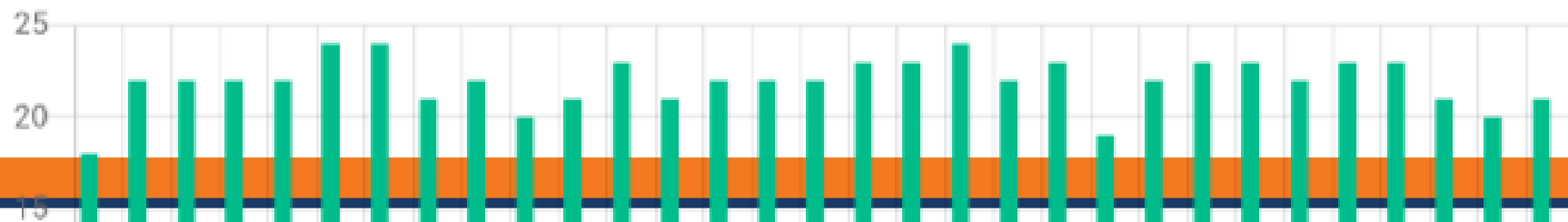
HADIR : 680 MP

OFF : 132 MP

TIDAK HADIR : 69 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			A	P
FOODCOURT																																									
1	KAP LAMPU HITAM GANTUNG	DUSTING	0	5	0	0	P	A						P	A						P	A						P	A					P	A			5	5		
2	SIGNAGE DINDING / GANTUNG	DUSTING	0	5	0	0	P	A						P	A						P	A						P	A					P	A			5	5		
3	TANGGA DARURAT	SPOTTING	0	5	0	0		P	A						P	A					P	A							P	A					P	A			5	5	
4	TANGGA PUBLIK	SPOTTING	0	5	0	0		P	A						P	A					P	A							P	A					P	A			5	5	
5	DINDING / PILAR	SPOTTING	0	5	0	0			P	A						P	A					P	A							P	A					P	A			5	5
6	SUDUTAN / PLIN LANTAI	SPOTTING	0	4	0	0				P	A						P	A					P	A							P	A							4	4	
7	STANDING ASTRAY	SPOTTING	0	4	0	0					P	A						P	A					P	A						P	A							4	4	
8	JANITOR	GENERAL CLEANING	0	4	0	0					P	A						P	A					P	A							P	A						4	4	
9	LANTAI KAFE LANGIT	MOPPING	0	4	0	0						P	A					P	A						P	X						P	A						4	3	
10	ROLLING GRILL	SPOTTING	0	4	0	0							P	A					P	A							P	A						P	A				4	4	
LANTAI 2																																									
1	ROLING DOOR	SPOTTING	0	5	0	0	P	A						P	A					P	A							P	A					P	A			5	5		
2	KANOPI HOKBEN	SWEEPING	0	5	0	0		P	X						P	A					P	A							P	A					P	A			5	4	
3	SIGNAGE DINDING / GANTUNG	DUSTING	0	5	0	0			P	A						P	A					P	A							P	A					P	A			5	5
4	PILAR / DINDING	SPOTTING	0	4	0	0				P	A						P	A					P	A							P	A							4	4	
5	TANGGA DARURAT	SPOTTING	0	4	0	0					P	A						P	A					P	A							P	A						4	4	
6	JANITOR	GENERAL CLEANING	0	4	0	0						P	A						P	A					P	A							P	A					4	4	
7	STANDING ASTRAY	SPOTTING	0	4	0	0							P	A						P	A							P	A						P	A			4	4	
LANTAI 1																																									
1	ROLING DOOR	SPOTTING	0	5	0	0	P	A						P	A					P	A							P	A					P	A			5	5		
2	TANGGA PUBLIK	SPOTTING	0	5	0	0		P	A						P	A					P	A								P	A					P	A			5	5

[illegible]

[illegible]

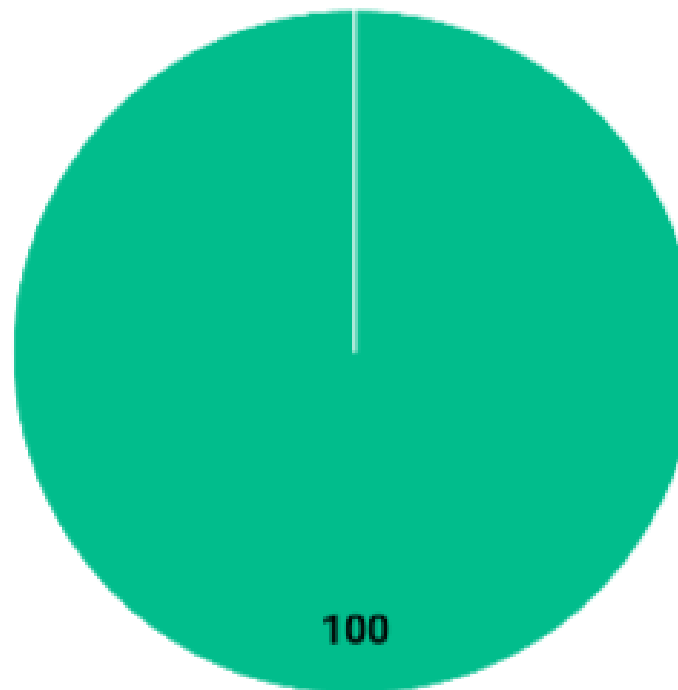
PEKERJAAN : 213

REALISASI : 212

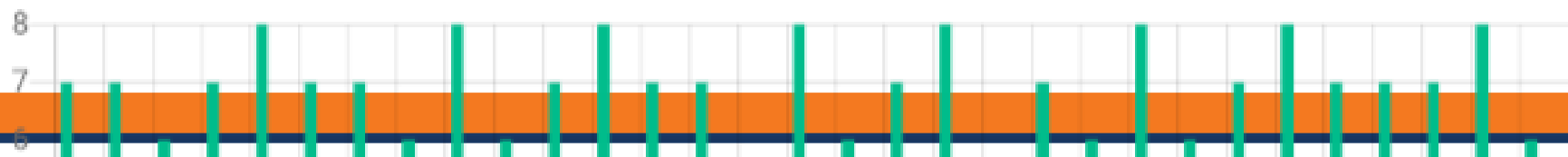
DIALIHKAN : 0

BELUM APPROVE : 1

BELUM UPLOAD : 0

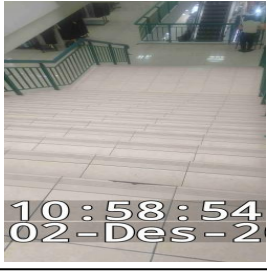
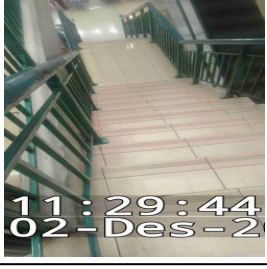
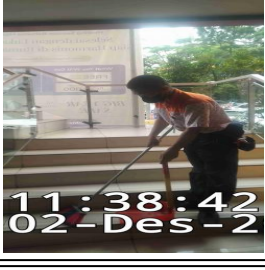
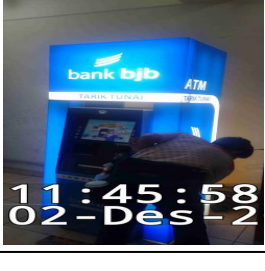


Monthly : December





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-12-2024	ALL AREA 2	SPOTTING	TANGGA DARURAT			
2	02-12-2024	ALL AREA 2	SPOTTING	TANGGA PUBLIK			
3	02-12-2024	ALL AREA 2	SPOTTING	TANGGA PUBLIK			
4	02-12-2024	ALL AREA 2	SPOTTING	TANGGA OTIS			
5	02-12-2024	ALL AREA 2	GENERAL CLEANING	ATM MANDIRI			
6	02-12-2024	ALL AREA 2	GENERAL CLEANING	ATM GALERY			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	02-12-2024	ALL AREA 2	SWEEPING	GUTTERAN			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
27	0	0	0	1	26	3.77

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	2002674	AGUS SATARI	CLEANER	DIPULANGKAN KE HO	2024-12-20	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

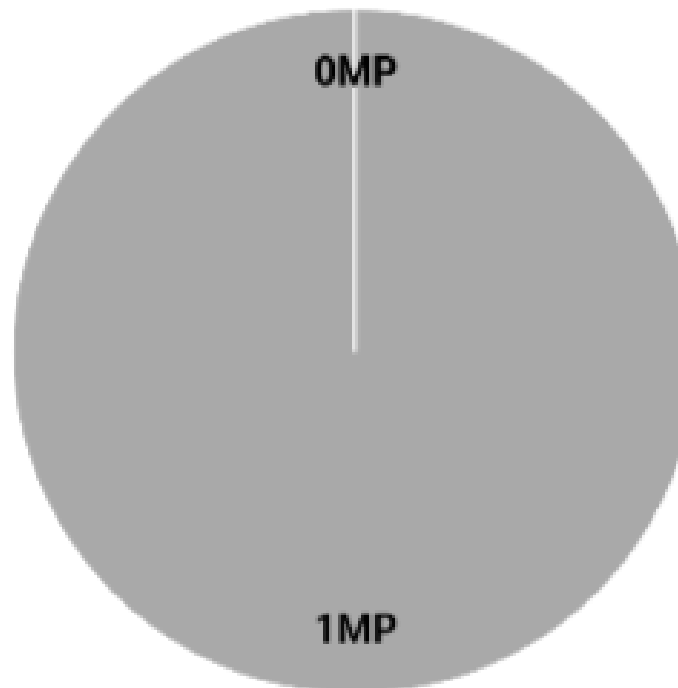
NEW : 0 MP

RESIGN : 1 MP

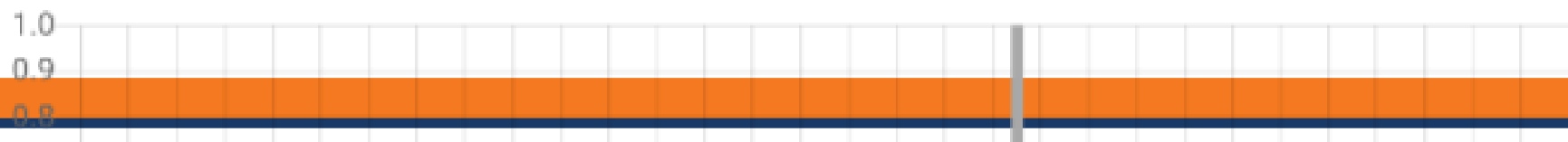
MUTASI : 0 MP

Pengawas : 0

CSO : 1



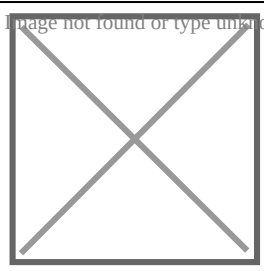
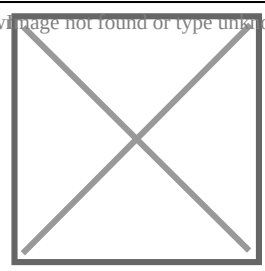
Monthly : December

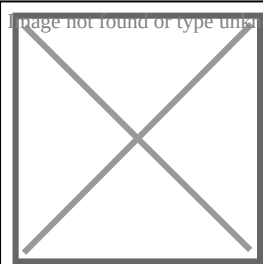
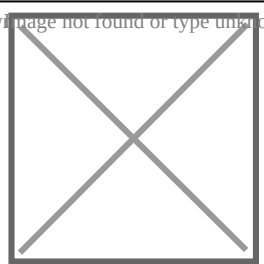




LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF2/13/HTUH-HTVH/2016	HANDY TALKIE	MOTOROLLA			BAIK	-
2	CF2/13/HTUH-HTVH/2018	HANDY TALKIE	MOTOROLLA			BAIK	-
3	CF2/4/LOSP/2019	LOW SPEED POLISHER	GADLEE			BAIK	-
4	CF2/36/KR50/2020	KABEL ROLL 50 METER	PHILMAX			BAIK	-
5	CF2/3/VC30/2022	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
6	CF2/60/LOSP/2023	LOW SPEED POLISHER	REDWIND			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF2/3/VC30/2024	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
8	CF2/49/KOMP/2025	COMPUTER SET AREA	LG			BAIK	-
9	CF2/36/KR50/2026	KABEL ROLL 50 METER	PHILMAX			BAIK	-
10	CF2/35/KR25/2055	KABEL ROLL 25 METER	KAISER			BAIK	-
11	CF2/13/BATTHT/2286	BATTERY HT	MOTOROLLA			BAIK	-
12	CF2/3/VC30/2355	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
13	CF2/13/HTUH-HTVH/2537	HANDY TALKIE	MOTOROLLA			BAIK	-