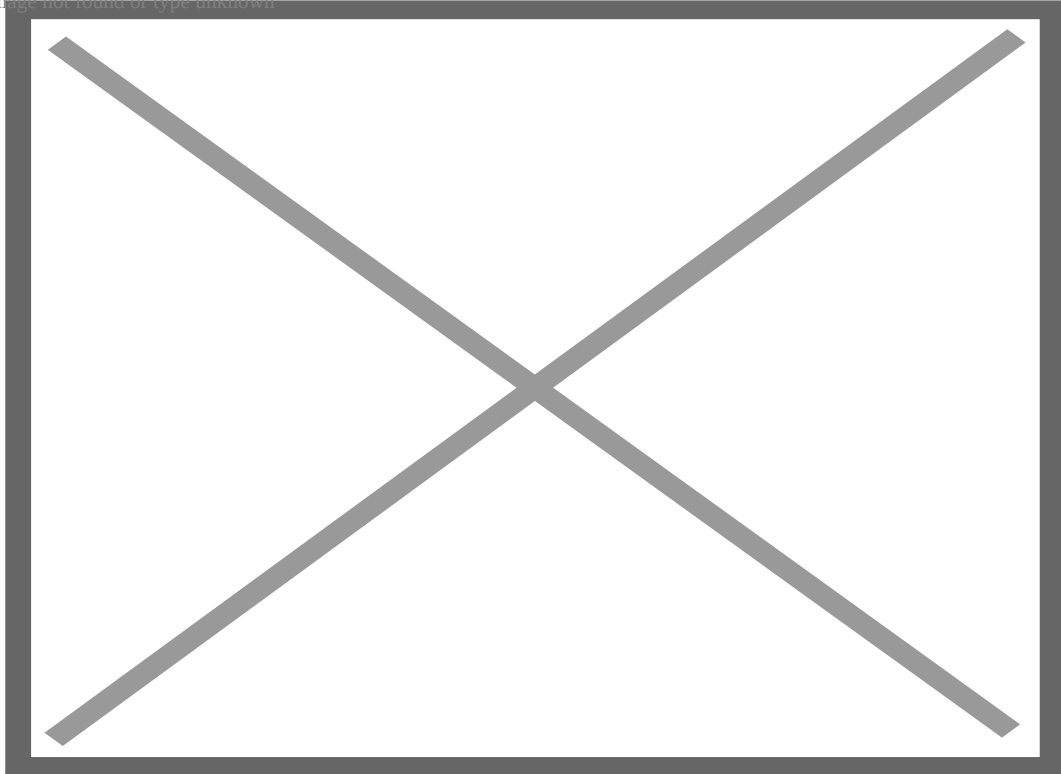


LAPORAN BULANAN CLEANING SERVICE

Proyek :
LEVEL 21 MALL

Image not found or type unknown



Periode :
DESEMBER 2024

Disusun Oleh :
SUSILA HARTATIK NINGSIH
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 LEVEL 21 MALL

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	
1	3002060	EDELTRUDIS AVILA	CLEANER	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	MD3	HP	HP	HP	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	
2	3001965	STEFANI BORA	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	
3	3001979	NASTRIANA ENTIKA FATRI	CLEANER	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HS	
4	3001976	ANASTASIA BILI LOBA	CLEANER	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HP	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	
5	3001955	MARIA IRAWASTI LEDE	CLEANER	HP	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HS	HP	HP	HP	HP	OFF	HP	HS	HS	HS
6	3002143	WULAN RAMBU BANGU	CLEANER	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HP	OFF	HP	HP	HS	HS	HS	HP	OFF	HP	HP	HS	
7	3002330	LISMAWATI RAMBU BANA	CLEANER	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HP	HP	HP	HP	HP	HP	OFF	HS	HS
8	3002159	SUMARNI ABDUL GANI	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HS	HP	HP	HP	HP	HP	OFF	HS
9	3001963	RUMENTA ANITA BULU	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	
10	3001953	SARA BUKA	CLEANER	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HP	OFF	HS	HS	HS	HS	HP	HP	OFF	HS	HP	HP	HP	HP	HP	
11	3002065	MARIA KONI MILLA	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	OFF	HS	HS	
12	3002332	IRAWATI PODU LOYA	CLEANER	HS	HS	HS	HP	HP	HP	OFF	HP	HP	HP	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HS	HS
13	3002055	DESI RATNAWATI KAKA	CLEANER	OFF	HS	HP	HP	HP	HS	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HS	HS	OFF	HS
14	3002243	SEPRIANI LIDA BANYO	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	
15	3002282	APLIANA RAMBU KAMBA HUMBA	CLEANER	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HP	HS	HS	HS	OFF	MD3	HP	HS	HP	HP	HP	
16	3002289	YUMINCE RAMMI ATE	CLEANER	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HP	HS	HS	HP	
17	3002366	AGNES TAMO INA	CLEANER	MD3	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HP	HS	HS	HS	HS	OFF	HP	HP	HP	HP
18	3001977	ASTI WASAK LODANG	CLEANER	HP	HP	HP	HP	OFF	MD3	MD3	MD3	MD3	MD3	MD3	OFF	MD3	HS	HS	HP	HP	HP	OFF	MD3	MD3	MD3	MD3	MD3	HP	OFF	MD3	HS	HP	HP	HP
19	3001992	SERLI DAUKI IRU	CLEANER	HP	MD3	MD3	MD3	MD3	OFF	HP	HS	HS	HS	HS	MD3	OFF	MD3	MD3	HP	MD3	MD3	MD3	OFF	HP	HP	HP	HP	HP	MD3	OFF	MD3	MD3	MD3	MD3
20	3002368	ANJESTIKA NEKA PUDA	CLEANER	HS	HS	HS	HS	HS	OFF	HS	HP	HS	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS

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	
21	3002300	EDU HOLO	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HS	HS	HS	HP	OFF	HP	HP	HS	HP	HS	HP	OFF	HP	HP	HP	HP	HS	HP	
22	3002257	BARNABAS KADI KORO	CLEANER	HP	HS	HS	MD3	OFF	HP	HP	HP	HP	HS	HP	OFF	MD3	HP	HP	HS	MD3	HS	OFF	MD3	HP	HS	HS	MD3	MD3	OFF	MD3	MD3	MD3	MD3	
23	3002003	YOHANIS TEBA KADI	CLEANER	HS	HS	HP	HS	HS	OFF	HS	HP	HS	HP	HS	HS	OFF	HS	HS	HS	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	
24	3002233	DUSANTO BORA IBI DEKI	CLEANER	HP	HP	HP	HP	HS	HS	OFF	HS	HP	HS	HS	HP	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	
25	3002371	LOUIS VIGO ARMANDO UMBU	CLEANER	OFF	HP	HP	OFF	HP	HP	HS	HS	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HS	HP	HS	HS	HS	HS	OFF	HS	
26	3001984	FERDINANDUS FIRMASA	CLEANER	HP	OFF	HS	HS	HP	HS	HP	HS	OFF	HP	HS	HS	HP	HP	HP	OFF	HS	HP	HS	HP	HP	HP	OFF	HS	HP	HS	HP	HP	HP	OFF	
27	3002048	ESTO BULA WIRI MEMANG	CLEANER	HS	HP	OFF	HP	HP	HS	HS	HP	HP	OFF	HP	HP	HS	HS	HS	HP	OFF	HS	HP	HS	HS	HS	HP	OFF	HP	HP	HS	HS	HS	HP	
28	3002344	EDITUS JAYA	CLEANER	HS	HS	HS	OFF	HS	HP	HS	HS	HS	HS	OFF	HS	HP	HS	HS	HS	HS	OFF	HP	HP	HS	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	
29	3001972	MARTHEN TALO GORO BULANG	CLEANER	HS	HP	HP	HP	OFF	HS	HP	HS	HP	HS	HS	OFF	HS	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	
30	3002359	YANDRI KALAIKI WOLANG	CLEANER	HS	HP	HP	HP	OFF	HS	HP	HS	HP	HS	HS	OFF	HS	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	
31	3002276	KRISTIAN PABALA	CLEANER	HP	HS	HP	HS	HP	MD3	OFF	HP	HS	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HP	HP
32	3002367	ANDREAS NDARA OHA	CLEANER	HS	HS	HS	HS	HS	HP	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	
33	3002287	ADRIANUS AWAL	CLEANER	HS	HP	HP	HP	OFF	HS	HS	HP	HS	HP	HP	OFF	HP	HS	HS	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HP
34	3002245	ALLEX ANDRAUS LAKI NAWU	CLEANER	HS	HS	HS	HS	HP	OFF	HS	HS	HP	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HS	HP	HP	HP	HP	HP	OFF	HP	HS	HS
35	3002304	GREGORIUS MALO BILI	CLEANER	HP	OFF	HP	HP	HS	HS	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HS	HS	HS	OFF	HP	HS	HS	HS	HS	HS	HS	
36	3002313	YOHANES VINSSENSIUS MA	CLEANER	HS	HP	OFF	HS	HP	HS	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HP	HS	OFF	MD3	HP	HS	HS	HS	OFF	
37	3002035	MARTHEN NUNU YAILO	CLEANER	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	
38	3001966	MAKSI TODA LANGU	CLEANER	HP	HS1	HS1	OFF	HS1	HS1	HS	HP	HS1	HS1	OFF	HS	HS	HP	HP	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS1	OFF	HS	HP	HP	HP	HS1	
39	3002004	DICKY ZULKARNAEN	CLEANER	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	
40	3002102	ALFREDO UMBU SEBU SABA TANA	CLEANER	HS1	OFF	HS1	HS1	HP	HP	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	HS1	HS1	HS1	HS1	HS1	HS1	OFF	

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

[illegible]

[illegible]

[illegible]

[illegible]

[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	
46	3002366	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	H	H	H	27	0	0	3	4	0	0	0	-	
	AGNES TAMO INA											G			G																												
47	3002367	CLEANER	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	A	O	H	H	26	0	1	0	4	0	0	0	-	
	ANDREAS NDARA OHA																																										
48	3002368	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	1	4	0	0	0	-	
	ANJESTIKA NEKA PUDA																																										
49	3002371	CLEANER	O	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	26	0	0	0	5	0	0	0	-	
	LOUIS VIGO ARMANDO UMBU																																										
Total :																																		1251	0	46	47	217	2	3	0		

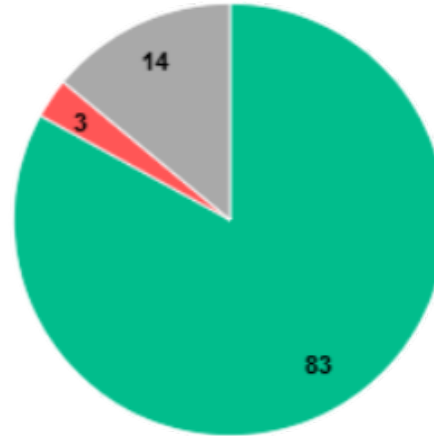
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	I KD FRADITA ADRIANA	SUKARNO		Nama
	2024-12-16 11:13:49	2024-12-18 15:15:42	Tgl	Tgl

TOTAL JADWAL : 1561 MP

HADIR : 1298 MP

OFF : 216 MP

TIDAK HADIR : 46 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	A
BOX HYDRANT																																								
1	CLEANING BOX HYDRANT	CLEANING	0	0	4	0	P	A	P	A														P	A													4	4	
TOILET																																								
1	SPOTTING WESTAFEL	SPOTTING	0	4	0	0							P	A					P	A						P	A						P	A			4	4		
2	GLASS CLEANING MIRROR	GLASS CLEANING	0	9	0	0		P	A			P	A			P	A			P	A				P	A			P	A			P	A			P	A	9	9
3	CLEANING FLOOR DRAINE	CLEANING	0	4	0	0						P	A					P	A							P	A						P	A				4	4	
4	CLEANING PINTU KAYU TOILET CUSTOMER	CLEANING	0	5	0	0	P	A						P	A					P	A							P	A						P	A			5	5
5	CLEANING PINTU KAYU TOILET STAFF	CLEANING	0	4	0	0							P	A					P	A							P	A						P	A			4	4	
6	CLEANING LOCKER TOILET	CLEANING	0	4	0	0							P	A					P	A							P	A						P	A			4	4	
7	SPOTTING AKSESSORIES STAINLESS	SPOTTING	0	0	4	0					P	A						P	A						P	A						P	A					4	4	
8	SPOTTING CLOSET	SPOTTING	0	5	0	0			P	A							P	A						P	A						P	A					P	A	5	5
9	SPOTTING URINOIR	SPOTTING	0	5	0	0			P	A							P	A						P	A						P	A					P	A	5	5
10	SPOTTING DINDING KORIDOR	SPOTTING	0	0	2	0				P	A	P	A																									2	2	
11	SPOTTING DINDING CUBICAL	SPOTTING	0	4	0	0				P	A						P	A						P	A						P	A						4	4	
12	WALL CLEANING DINDING CUBICAL	WALL CLEANING	0	4	0	0				P	A						P	A						P	A						P	A						4	4	
13	DUSTING AKSESSORIES KORIDOR TOILET	DUSTING	0	0	1	0			P	A																												1	1	
14	DUSTING DINDING KORIDOR	DUSTING	0	0	2	0					P	A	P	A																								2	2	
15	KRISTALISASI MEJA WESTAFEL	KRISTALISASI	0	0	3	0																		P	A	P	A	P	A										3	3
16	BRUSHING NAT LANTAI TOILET STAFF	BRUSHING	0	0	5	0	P	A						P	A					P	A							P	A						P	A			5	5
17	DUSTING AKSESSORIES PLAFON TOILET	DUSTING	0	0	2	0					P	A															P	A										2	2	
18	BRUSHING PINGGIRAN DINDING KERAMIK	BRUSHING	0	2	0	0									P	A													P	A								2	2	
19	SPOTTING PINGGIRAN DINDING TOILET STAFF	SPOTTING	0	2	0	0									P	A													P	A								2	2	

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PINGGIRAN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
1	CLEANING PINGGIRAN DINDING KORIDOR	CLEANING	0	0	7	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</

Warna	Keterangan
X	: Tidak Terealisasi

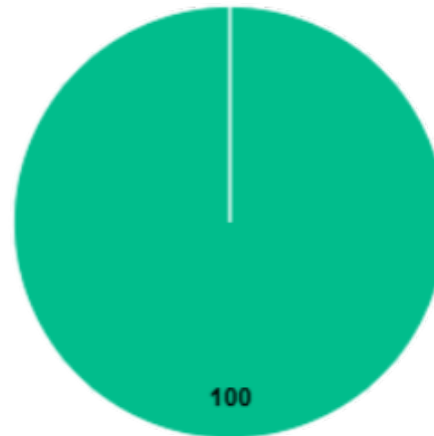
PEKERJAAN : 421

REALISASI : 421

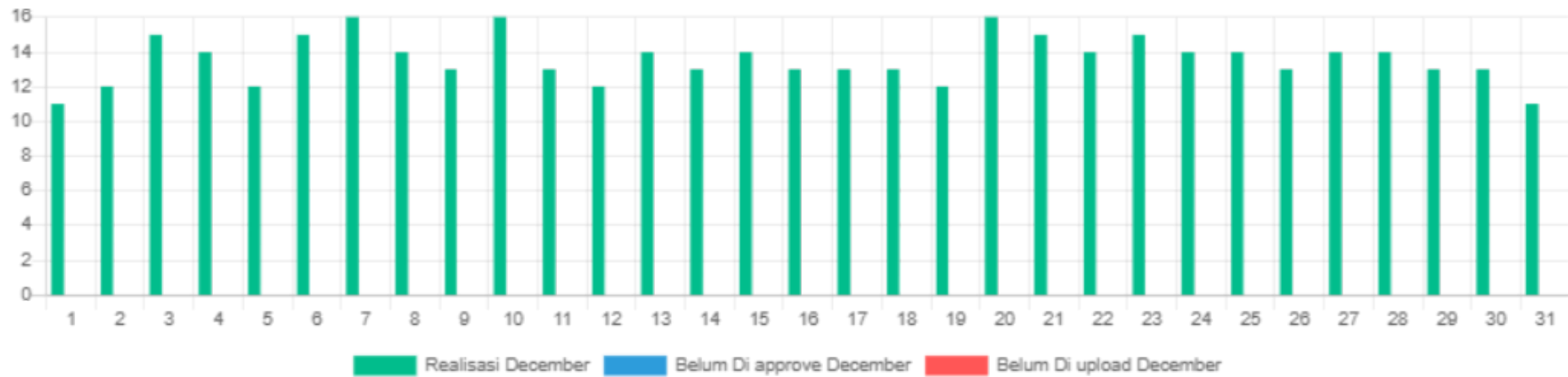
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : December





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
49	0	0	0	1	48	2.06

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	3001951	SAYUTO	CS-LEADER	DIPULANGKAN KE HO	2024-12-10	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

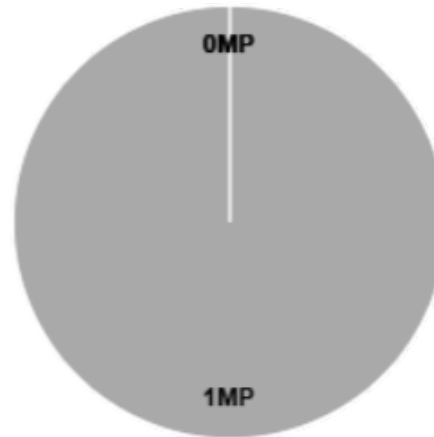
NEW : 0 MP

RESIGN : 1 MP

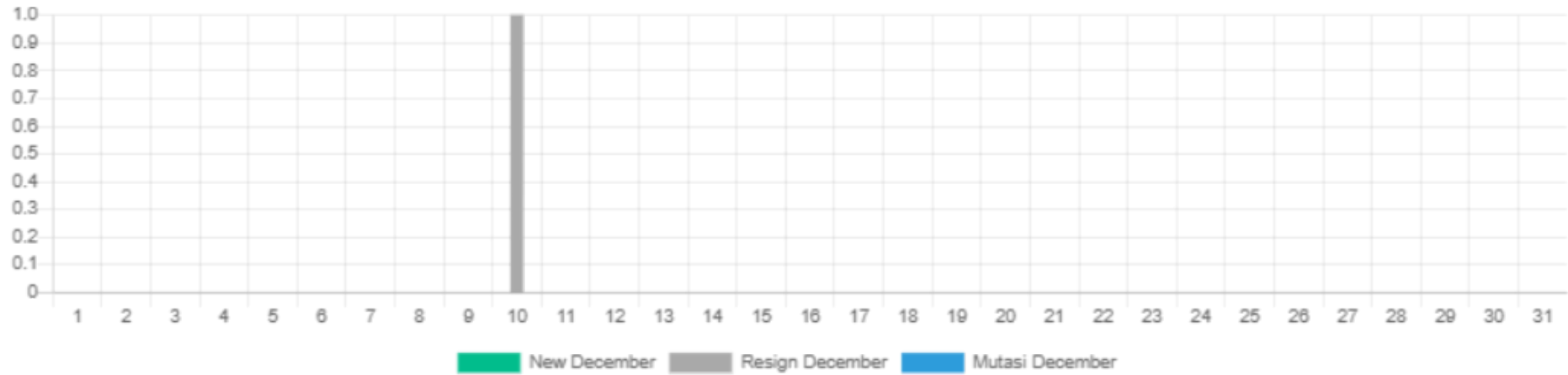
MUTASI : 0 MP

Pengawas : 1

CSO : 0

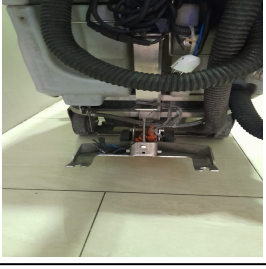
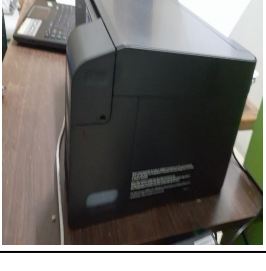


Monthly : December





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF3/3/VC60/3046	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF3/3/LOSP/3047	LOW SPEED POLISHER	INNOTECH			-	RUSAK
3	CF3/3/SCRB/3048	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK
4	CF3/3/HPOL/1962	HAND POLISHER	INNOTECH			BAIK	-
5	CF3/13/BATTHT/3049	BATTERY HT	MOTOROLLA			BAIK	-
6	CF3/46/PRNT/3050	PRINTER	EPSON			BAIK	-

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF3/3/VC30/3051	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
8	CF3/13/HTUH-HTVH/3320	HANDY TALKIE	MOTOROLA			BAIK	-
9	CF3/73/HPRE/3421	HIGH PRESSURE	MELZER			BAIK	-