

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PT MAS SILUETA



Periode :
DESEMBER 2024

Disusun Oleh :
ABDUL LATIF
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 PT MAS SILUETA

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	5001575	ACHSANUL CHOLICHIN	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	OFF	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
2	5004810	ARIS HERMAWAN	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	OFF	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
3	5004818	RIBOWO	CLEANER	OFF	HP	OFF	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
4	5004828	ZAKKY MUBAROK	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
5	5005027	GUNAWAN	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
6	5005086	JAMAL HADI	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HM	HS
7	5005145	NUR VIDIANI	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HP	HP
8	5005379	NGATMAN	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	MD1	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
9	5005412	HANDOKO	CLEANER	OFF	HS	MD1	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	OFF	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
10	5005587	ALI ZUBAIDI	CLEANER	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
11	5005738	MUHAMAD MUSTABIIN	CLEANER	OFF	HP	HP	HP	HP	OFF	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
12	5006778	NUR SOLEH	CLEANER	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	OFF	HP	HP	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
13	5006827	NIZAM MUHAMAD JIBRIL	CLEANER	OFF	HM	HM	HM	HM	HM	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	OFF	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
14	5006862	IDA PRIHATIN SIGIT PAMUNGKAS	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
15	5006926	MUHAMMAD NURROHIM	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	OFF	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
16	5007192	AKHMAD GIYANTO	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HM	HM	HM	HM	OFF	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
17	5007382	SUPRIYANI	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	OFF	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	OFF	HP	HP	OFF	OFF	HS	HS
18	5007430	SATRIA SABDA PRATAMA	CLEANER	OFF	HS	HS	HS	OFF	HS	OFF	OFF	HS	MD1	HS	HS	HS	OFF	OFF	HP	HP														
19	5007595	ZAENAL ABIDIN	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	OFF	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
20	5008015	YOGA PAMUNGKAS	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HM	HM	HM	HM	HM	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
21	5008016	MUHAMMAD ADITYA BAYU PRAMATA	CLEANER	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
22	5008447	FEBI NUR ALIFAH	CLEANER	OFF	HP	OFF	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HS	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	OFF	HS	HS	OFF	OFF	HP	HP
23	5009183	RIZKY ZULIANTO	CLEANER	OFF	HS	HS	HS	HS	OFF	OFF	OFF	HP	HP	HP	HP	HP	OFF	OFF	HS	HS	HS	HS	HM	OFF	OFF	HM	HM	OFF	HM	HM	OFF	OFF	HS	HS
Total MP Shift Pagi:				0	12	11	11	12	11	0	0	11	12	11	11	11	0	0	12	13	10	11	11	0	0	11	11	0	11	11	0		11	11

[illegible]

PENGAWAS

[illegible]



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
Total :																																		0	0	0	0	0	0	0	0	

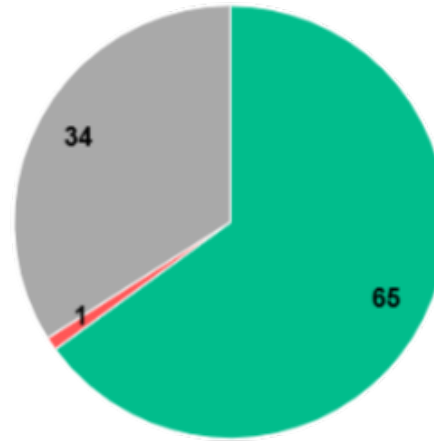
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G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

TOTAL JADWAL : 803 MP

HADIR : 518 MP

OFF : 277 MP

TIDAK HADIR : 8 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	Ke		
							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				
							PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA		
Cookie Cutting																																									
1	DRY VACUUMING LACI PENYIMPANAN BAHAN	DRY VACUUMING LACI PENYIMPANAN BAHAN	0	5	0	0		PA							PA								PA														PA			5	5
Cuting Panel																																									
1	SPOTTING LANTAI BAWAH RAK	SPOTTING LANTAI BAWAH RAK	0	5	0	0		PA							PA								PA														PA			5	5
Management Office																																									
1	PEMBERSIHAN SARANG LABA-LABA	PEMBERSIHAN SARANG LABA-LABA	0	5	0	0			PA							PA							PA																PA	5	5
Area Produksi CCP																																									
1	DUSTING MESIN CCP	DUSTING MESIN CCP	0	5	0	0			PA							PA							PA																PA	5	5
Area RM & FG																																									
1	PEMBERSIHAN RAK-RAK RM	PEMBERSIHAN RAK-RAK RM	0	5	0	0			PA							PA							PA																PA	5	5
Area Produksi Laminasi																																									
1	CLEANING LANTAI BEKAS LEM	CLEANING LANTAI BEKAS LEM	0	3	0	0				PA							PA							PA																3	3
Area Kantin																																									
1	SPOTTING LANTAI BAWAH WASTAFEL KANTIN	SPOTTING LANTAI BAWAH WASTAFEL KANTIN	0	3	0	0				PA							PA							PA																3	3
Exterior																																									
1	CLEANING LANTAI PULAU PULAU BAWAH AC	CLEANING LANTAI PULAU PULAU BAWAH AC	0	3	0	0				PA							PA							PA																3	3
2	CLEANING GOTTER AREA DEPAN PT	CLEANING GOTTER AREA DEPAN PT	0	0	2	0		PA																								PA								2	2
Crushing Foam																																									
1	PEMBERSIHAN SARANG LABA-LABA AREA CRUSHING	PEMBERSIHAN SARANG LABA-LABA AREA CRUSHING	0	4	0	0					PA						PA							PA									PA							4	4
Module 3,6,7 & 10																																									

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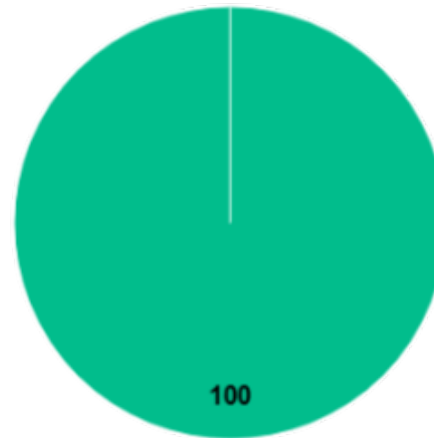
PEKERJAAN : 102

REALISASI : 102

DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0

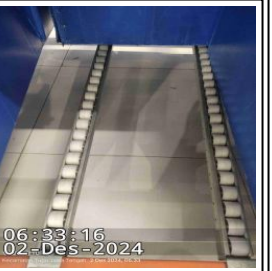
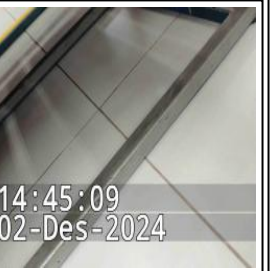


Monthly : December





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-12-2024	PT . MAS SILUETA	DRY VACUUMING LACI PENYIMPANAN BAHAN	DRY VACUUMING LACI PENYIMPANAN BAHAN			
2	02-12-2024	PT . MAS SILUETA	SPOTTING LANTAI BAWAH RAK	SPOTTING LANTAI BAWAH RAK			
3	02-12-2024	PT . MAS SILUETA	CLEANING GOTTER AREA DEPAN PT	CLEANING GOTTER AREA DEPAN PT			
4	02-12-2024	PT . MAS SILUETA	DRY VACUUMING LACI PENYIMPANAN BAHAN	DRY VACUUMING LACI PENYIMPANAN BAHAN			
5	02-12-2024	PT . MAS SILUETA	SPOTTING LANTAI BAWAH RAK	SPOTTING LANTAI BAWAH RAK			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
24	2	0	0	2	24	8.33

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	5007656	MUKHAMMAD QYLLA	CS-LEADER	DIPULANGKAN KE HO	2024-12-18	-	-
2	5007430	SATRIA SABDA PR	CLEANER	DIPULANGKAN KE HO	2024-12-18	-	-
MP BARU							
1	5010365	SANTOSO	CLEANER	MP BARU	-	2024-12-18	-
2	5010366	WACHID YASRONI	CS-LEADER	MP BARU	-	2024-12-18	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 4 MP

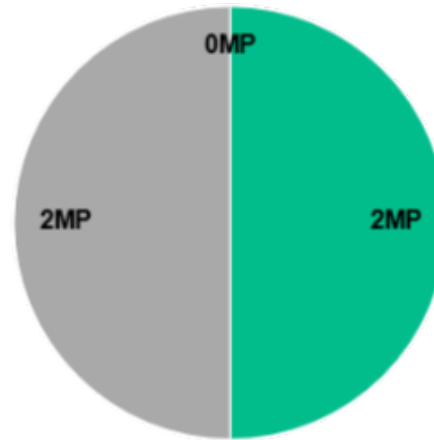
NEW : 2 MP

RESIGN : 2 MP

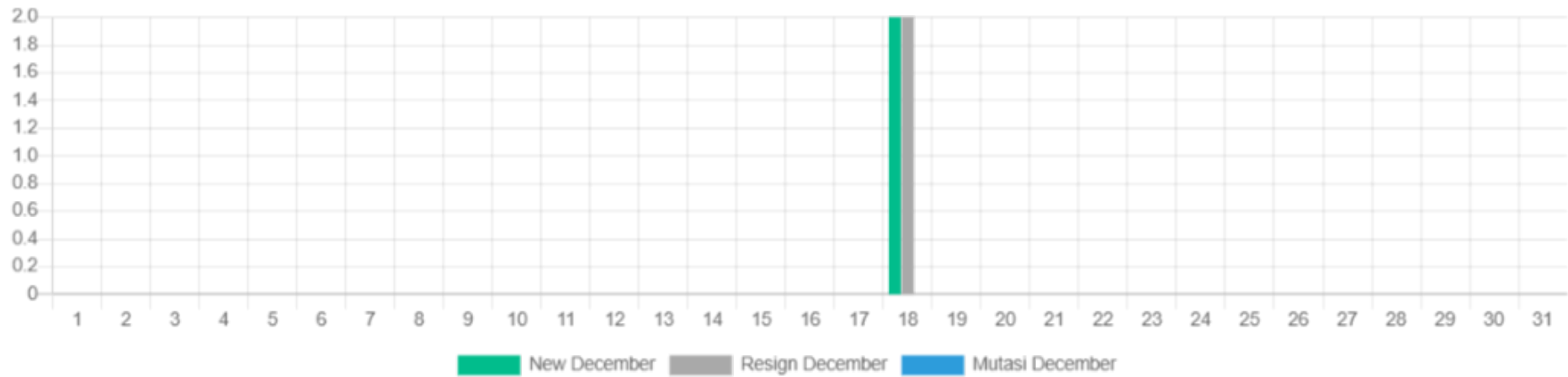
MUTASI : 0 MP

Pengawas : 2

CSO : 2



Monthly : December





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5/14/SCRB/3728	AUTOMATIC SCRUBBER	HYTERA			BAIK	-
2	CF5/34/HPRE/3729	HIGH PRESSURE	LAVOR			BAIK	-
3	CF5/3/LOSP/3730	LOW SPEED POLISHER	INNOTECH			BAIK	-
4	CF5/3/WBLO/3731	CARPET BLOWER	INNOTECH			BAIK	-
5	CF5/3/VC30/3732	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
6	CF5/3/VC30/3733	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH	 14 Des 2024 14.01.15	 14 Des 2024 14.01.32	BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF5/3/VC30/3734	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
8	CF5/3/VC30/3735	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
9	CF5/3/VC30/3736	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
10	CF5/3/VC30/3737	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
11	CF5/3/VC60/3738	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
12	CF5/3/VC60/3739	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-