

LAPORAN BULANAN CLEANING SERVICE

Proyek :
**DARMO TRADE CENTER (PASAR
MODERN)**



Periode :
FEBRUARI 2024

Disusun Oleh :
SUYATI
CS-SUPERVISOR

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung DARMO TRADE CENTER (PASAR MODERN)

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 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	5006342	SITI MARIA ULFA	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF			
2	5006343	YULIANA AGUSTIN PELLO	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF			
3	5006344	DARWIN	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1			
4	5006346	BUSTOMI	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	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	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1			
5	5006347	FENDI	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1			
6	5006348	HOIRI	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1			
7	5006349	MUH TAUFIQ HIDAYAT	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1			
8	5006350	MOH RUDIYANTO	CLEANER	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1			
9	5006355	WISNU KUSUMO	CLEANER	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF			
10	5007089	TRI HANDOKO	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	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	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1			
11	5006957	ZAELANI	CLEANER	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1			
12	5007076	BINTANG ILIYIN AL MUBAROK	CLEANER	HP 1	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1		
13	5008209	MOCHAMAD MUCLIS	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1			
14	5008242	ABDURROHMAN	CLEANER	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1			
Total MP Shift Pagi:				11	12	11	11	11	11	12	11	11	11	11	12	11	11	11	11	12	11	11	11	11	12	11	11	11	11	12	11	11			
Total MP Shift Siang:				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	0			
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	0			
Total MP Libur:				3	2	3	3	3	3	2	3	3	3	3	2	3	3	3	3	2	3	3	3	3	2	3	3	3	3	2	3	3			
Total MP :				14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	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		
1	5006339	HAIRUL ANAM	CS-LEADER	MD2	MD2	MD2	MD2	MD2	OFF	MD2	HP	HP	MD2	MD2	HP	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	MD2	HP	HP	MD2	MD2	HP	OFF	MD2	MD2		
2	5006340	AHMAD HELMI	CS-LEADER	HP	HP	MD2	MD2	HP	MD2	HP	MD2	OFF	MD2	MD2	MD2	MD2	OFF	HP	HP	MD2	MD2	HP	MD2	OFF	MD2	MD2	MD2	MD2	MD2	MD2	OFF	HP		

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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	H	I	A	G	O	S	SR	IR	Keterangan							
Total :																													0	0	0	0	0	0	0	0											

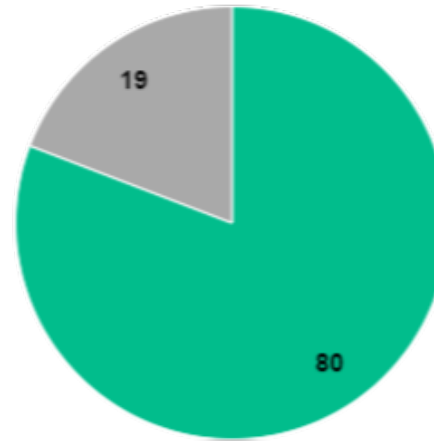
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G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

TOTAL JADWAL : 525 MP

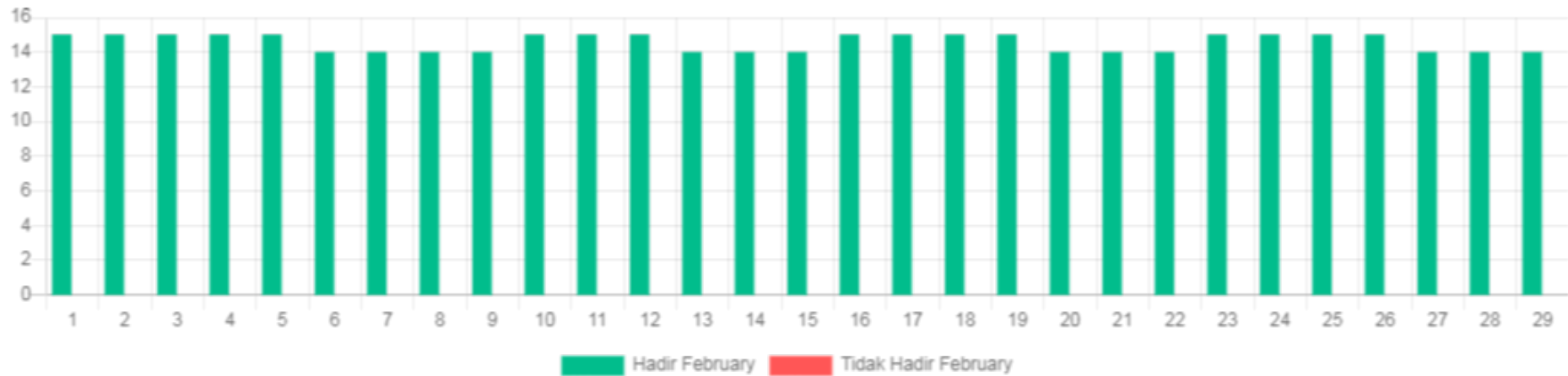
HADIR : 422 MP

OFF : 100 MP

TIDAK HADIR : 0 MP



Monthly : February





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	JML	Ket	
							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	RB	KM			
							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
OUT DOOR																																						
1	CLEANIG GUTTER HALAMAN BARAT DAN TIMUR	GENERAL	0	3	0	0	P	A													P	A													P	A	3	3
2	CLEANING GUTTER CAR PARK LANTAI 2 - 6	GENERAL	0	0	1	0													P	A																1	1	
3	CLEANING GULMA, GUTTER DAN SAMPAH LEPAS ROOFTOP LANTAI 7	GENERAL	0	0	1	0															P	A														1	1	
4	DUSTING KITCHEN HOOD CAR PARK LANTAI 4 A	DUSTING	0	0	1	0			P	A																										1	1	
5	CLEANING GULMA / RUMPUT LIAR HALAMAN	GENERAL	0	3	0	0							P	A													P	A							P	A	3	3
6	CEILLING AREA HALAMAN, PARKIR DAN RAMP SPLIT	CEILLING	0	2	0	0														P	A													P	A	2	2	
7	DUSTING PAPAN ARROW RAMP SPLIT	DUSTING	0	0	1	0						P	A																							1	1	
8	DUSTING BOX HYDRANT DAN PIPA PLUMBING CAR PARK	DUSTING	0	0	1	0																P	A													1	1	
9	WASHING LANTAI CONCRETE PARKIR	WASHING	0	0	1	0																									P	A				1	1	
10	WASHING DUSTBIN PARKIR DAN HALAMAN	WASHING	0	4	0	0		P	A						P	A					P	A						P	A							4	4	

11	CLEANING PASIR / DEBU CAR PARK	GENERAL	0	0	1	0																								P A	1	1
12	CLEANING DEBU BADUKAN RAMP SPLIT BLOK A DAN B	GENERAL	0	0	1	0																							P A		1	1
13	CLEANING AKSESORIS PARKIR	GENERAL	0	0	1	0																						P A			1	1
14	GLASS CLEANING KACA LOBBY DAN HALAMAN BARAT	GLASS CLEANING	0	0	1	0																							P A		1	1
15	GLASS CLEANING KACA LOBBY DAN HALAMAN TIMUR	GLASS CLEANING	0	0	1	0																							P A		1	1
16	WALL CLEANING DINDING BANNER CAR PARK	WALL CLEANING	0	0	1	0																							P A		1	1
17	BRUSHING LANTAI TERAS LOBBY TIMUR	BRUSHING	0	0	1	0																							P A		1	1
18	BRUSHING LANTAI TERAS LOBBY BARAT	BRUSHING	0	0	1	0																							P A		1	1
19	BRUSHING LANTAI CONCRETE LOBBY TIMUR	BRUSHING	0	0	1	0																							P A		1	1
20	BRUSHING LANTAI CONCRETE LOBBY BARAT	BRUSHING	0	0	1	0																							P A		1	1
21	BRUSHING LANTAI BATU ALAM LOBBY TIMUR	BRUSHING	0	0	1	0																							P A		1	1
22	BRUSHING LANTAI BATU ALAM LOBBY BARAT	BRUSHING	0	0	1	0																							P A		1	1

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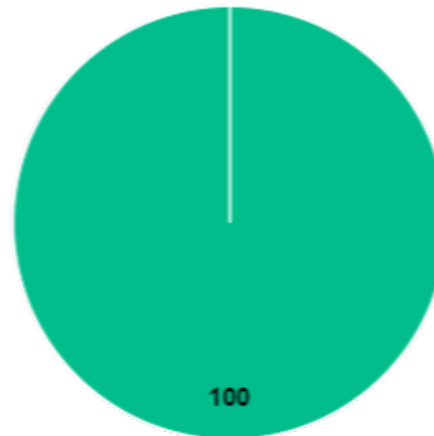
PEKERJAAN : 87

REALISASI : 87

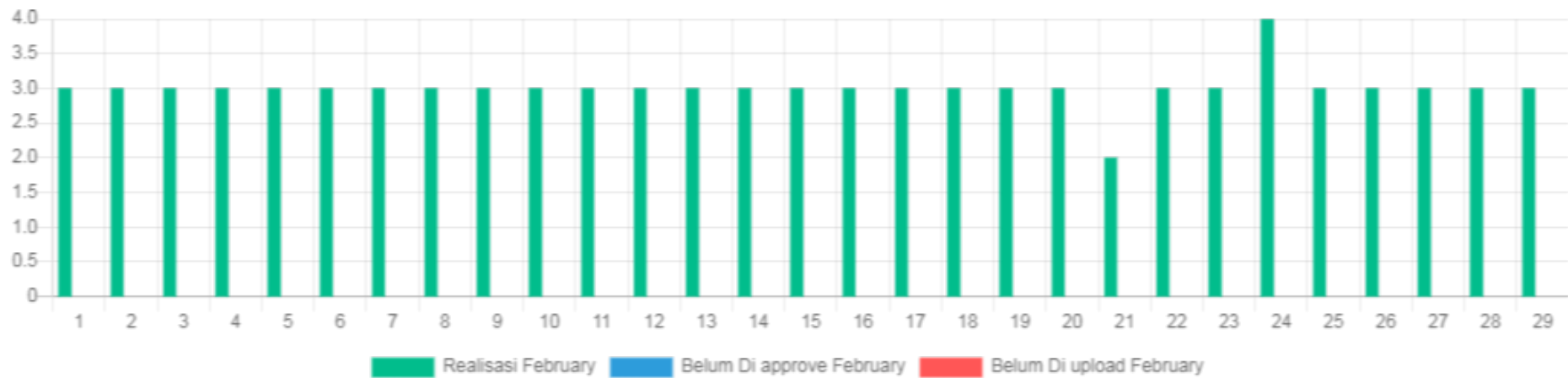
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : February





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF8/3/VC60/3534	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF8/3/LOSP/3536	LOW SPEED POLISHER	INNOTECH			-	RUSAK
3	CF8/3/SCRB/3488	AUTOMATIC SCRUBBER	INNOTECH			BAIK	-
4	CF8/3/VC60/3489	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
5	CF8/3/KR25/3533	KABEL ROLL 25 METER	INNOTECH			BAIK	-
6	CF8/3/VC30/3535	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF8/3/LOSP/3537	LOW SPEED POLISHER	INNOTECH			BAIK	-
8	CF8/46/PRNT/3538	PRINTER	EPSON			BAIK	-
9	CF8/49/KOMP/3576	COMPUTER SET AREA	LG			BAIK	-