

# LAPORAN BULANAN CLEANING SERVICE

Proyek :  
**JAGAT BUILDING**



Periode :  
**FEBRUARI 2025**

Disusun Oleh :  
**ASMIRAH**  
**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 JAGAT BUILDING**

**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 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  |   |  |  |  |
|-----------------------|---------|----------------|---------|-----|-----|----|----|----|----|-----|-----|-----|----|----|----|----|-----|-----|-----|----|----|----|----|-----|-----|-----|----|----|----|----|-----|---|--|--|--|
| 1                     | 1032908 | ABDULAH AMIN   | CLEANER | MD1 | OFF | HP | HP | WD | HP | HP  | MD1 | OFF | HS | HS | HS | HS | MD2 | MD1 | OFF | HP | HP | HP | HP | HP  | MD1 | OFF | HS | HS | HS | HS | MD2 |   |  |  |  |
| 2                     | 1021931 | EKA TRISNAWATI | CLEANER | HP  | OFF | HS | HS | HS | HS | HS  | WD  | OFF | HP | HP | HP | HP | HP  | HP  | OFF | HS | HS | HS | HS | HS  | WD  | OFF | HP | HP | HP | HP | HP  |   |  |  |  |
| 3                     | 1039224 | EKO SUSANTI    | CLEANER | OFF | HP  | HP | HP | HP | HP | HP  | OFF | MD1 | HS | HS | HS | HS | HS  | OFF | MD1 | HP | HP | HP | HP | HP  | OFF | MD1 | HS | HS | HS | HS | HS  |   |  |  |  |
| 4                     | 1036618 | EZA ALFAJRI    | CLEANER | HP  | OFF | HS | HS | HS | HS | MD2 | WD  | OFF | HP | HP | HP | HP | MD2 | OFF | MD1 | HS | HS | HS | HS | MD2 | WD  | OFF | HP | HP | HP | HP | HP  |   |  |  |  |
| 5                     | 1035557 | IIN INDRIYANI  | CLEANER | OFF | HP  | HP | HP | HP | HP | HP  | OFF | MD1 | HP | HP | HP | HP | HP  | HP  | OFF | HP | HP | HP | HP | HP  | OFF | MD1 | HP | HP | HP | HP | HP  |   |  |  |  |
| 6                     | 1024284 | KELVIANSYAH    | CLEANER | OFF | HP  | HP | HS | HS | HP | HP  | OFF | WD  | HS | HS | HS | HS | HP  | OFF | WD  | HP | HP | HP | HP | HP  | OFF | WD  | HS | HS | HS | HS | MD2 |   |  |  |  |
| 7                     | 1033122 | SELAMET        | CLEANER | OFF | HP  | HS | HP | HP | HS | MD2 | OFF | WD  | HP | HP | HP | HP | HP  | OFF | WD  | HS | HS | HS | HS | MD2 | HP  | OFF | HP | HP | HP | HP | HP  |   |  |  |  |
| 8                     | 1040952 | TRI SUMANTRI   | CLEANER | HP  | OFF | HP | HP | HP | HP | HP  | MD1 | OFF | HP | HP | HP | HP | HP  | MD1 | OFF | HP | HP | HP | HP | HP  | OFF | WD  | HP | HP | HP | HP | HP  |   |  |  |  |
| Total MP Shift Pagi:  |         |                |         | 4   | 4   | 5  | 5  | 4  | 5  | 7   | 2   | 2   | 5  | 5  | 5  | 5  | 7   | 4   | 2   | 5  | 5  | 5  | 5  | 7   | 2   | 2   | 5  | 5  | 5  | 5  | 7   |   |  |  |  |
| Total MP Shift Siang: |         |                |         | 0   | 0   | 3  | 3  | 3  | 3  | 1   | 0   | 0   | 3  | 3  | 3  | 3  | 1   | 0   | 0   | 3  | 3  | 3  | 3  | 1   | 0   | 0   | 3  | 3  | 3  | 3  | 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:       |         |                |         | 4   | 4   | 0  | 0  | 0  | 0  | 0   | 4   | 4   | 0  | 0  | 0  | 0  | 0   | 4   | 4   | 0  | 0  | 0  | 0  | 0   | 0   | 4   | 4  | 0  | 0  | 0  | 0   | 0 |  |  |  |
| Total MP :            |         |                |         | 8   | 8   | 8  | 8  | 7  | 8  | 8   | 6   | 6   | 8  | 8  | 8  | 8  | 8   | 8   | 8   | 6  | 8  | 8  | 8  | 8   | 8   | 6   | 6  | 8  | 8  | 8  | 8   | 8 |  |  |  |

**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 |   |  |  |  |
|-----------------------|---------|---------------|---------------|-----|-----|----|----|-----|----|----|-----|-----|----|-----|-----|-----|----|-----|-----|-----|-----|-----|----|----|-----|-----|----|----|----|----|----|---|--|--|--|
| 1                     | 1007054 | ASMIRAH       | CS-SUPERVISOR | MD1 | OFF | HP | HP | OFF | HP | HP | WD  | OFF | HP | OFF | OFF | OFF | HP | WD  | OFF | OFF | OFF | OFF | HP | HP | MD1 | OFF | WD | HP | HP | HP | HP |   |  |  |  |
| 2                     | 1014504 | ARIS SETIAWAN | CS-LEADER     | OFF | WD  | HS | HS | WD  | HS | HS | OFF | WD  | HS | WD  | WD  | WD  | WD | OFF | WD  | WD  | WD  | WD  | WD | WD | OFF | WD  | HS | HS | HS | HS | HS |   |  |  |  |
| Total MP Shift Pagi:  |         |               |               | 1   | 0   | 1  | 1  | 0   | 1  | 1  | 0   | 0   | 1  | 0   | 0   | 0   | 1  | 0   | 0   | 0   | 0   | 0   | 0  | 1  | 1   | 1   | 0  | 0  | 1  | 1  | 1  | 1 |  |  |  |
| Total MP Shift Siang: |         |               |               | 0   | 0   | 1  | 1  | 0   | 1  | 1  | 0   | 0   | 1  | 0   | 0   | 0   | 0  | 0   | 0   | 0   | 0   | 0   | 0  | 0  | 0   | 0   | 0  | 1  | 1  | 1  | 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  | 0 |  |  |  |
| Total MP Libur:       |         |               |               | 1   | 1   | 0  | 0  | 1   | 0  | 0  | 1   | 1   | 0  | 1   | 1   | 1   | 0  | 1   | 1   | 1   | 1   | 1   | 1  | 0  | 0   | 1   | 1  | 0  | 0  | 0  | 0  | 0 |  |  |  |
| Total MP :            |         |               |               | 2   | 1   | 2  | 2  | 1   | 2  | 2  | 1   | 1   | 2  | 1   | 1   | 1   | 1  | 1   | 1   | 1   | 1   | 1   | 1  | 1  | 1   | 2   | 1  | 1  | 2  | 2  | 2  | 2 |  |  |  |



# **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 | H  | I | A | G | O  | S | SR | IR | Keterangan |
|----|----------------|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|----|---|----|----|------------|
| 1  | 1007054        | CS-SUPERVISOR | H | O | H | H | O | H | H | H | O | H  | O  | O  | O  | h  | h  | O  | O  | O  | O  | h  | h  | H  | O  | H  | H  | H  | H  | H  | 17 | 0 | 0 | 0 | 11 | 0 | 0  | 0  | -          |
|    | ASMIRAH        |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 2  | 1014504        | CS-LEADER     | 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  | 24 | 0 | 0 | 0 | 4  | 0 | 0  | 0  | -          |
|    | ARIS SETIAWAN  |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 3  | 1021931        | 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  | 24 | 0 | 0 | 1 | 4  | 0 | 0  | 0  | -          |
|    | EKA TRISNAWATI |               |   |   |   |   |   |   |   |   |   |    |    |    | G  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 4  | 1024284        | CLEANER       | O | H | A | A | H | H | H | O | H | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | SR | H  | 21 | 0 | 2 | 0 | 4  | 0 | 1  | 0  | -          |
|    | KELVIANSYAH    |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 5  | 1032908        | 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  | 24 | 0 | 0 | 0 | 4  | 0 | 0  | 0  | -          |
|    | ABDULAH AMIN   |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 6  | 1033122        | 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  | 24 | 0 | 0 | 0 | 4  | 0 | 0  | 0  | -          |
|    | SELAMET        |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 7  | 1035557        | CLEANER       | O | H | H | H | H | H | H | O | H | H  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | 24 | 0 | 0 | 0 | 4  | 0 | 0  | 0  | -          |
|    | IIN INDRIYANI  |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 8  | 1036618        | CLEANER       | H | O | H | H | H | H | H | H | O | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | 24 | 0 | 0 | 1 | 4  | 0 | 0  | 0  | -          |
|    | EZA ALFAJRI    |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 9  | 1039224        | CLEANER       | O | H | H | H | H | H | H | O | H | H  | H  | H  | IR | H  | O  | H  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | 23 | 0 | 0 | 0 | 4  | 0 | 0  | 1  | -          |
|    | EKO SUSANTI    |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |   |    |    |            |
| 10 | 1040952        | CLEANER       | H | O | H | H | H | H | H | H | O | H  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | O  | H  | H  | H  | H  | H  | H  | 24 | 0 | 0 | 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  | H | I | A | G  | O | S | SR | IR | Keterangan |  |
|---------|--------------|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|---|---|---|----|---|---|----|----|------------|--|
|         | TRI SUMANTRI |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |   |   |   |    |   |   |    |    |            |  |
| Total : |              |         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 229 | 0 | 2 | 2 | 47 | 0 | 1 | 1  |    |            |  |

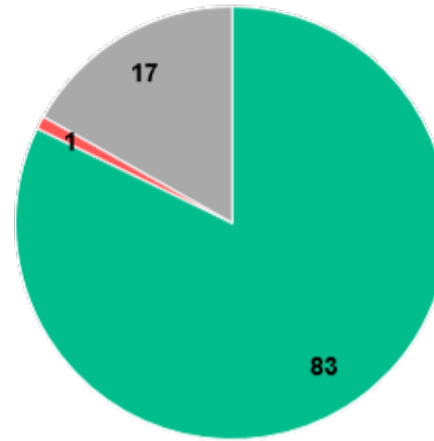
|                                                                                                                                                                                                                                                                                                                                            |                     |                     |                        |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|------------------------|--------------|
| Keterangan :                                                                                                                                                                                                                                                                                                                               | Operation           | OA                  | Check & Import Payroll | Verification |
| -Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT<br>-Kolom dibawah untuk Huruf G = Lembur Ganti<br>-Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G<br>-Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off | ARIFIN HIDAYAT      | Ega                 |                        | Nama         |
|                                                                                                                                                                                                                                                                                                                                            | 2025-02-16 09:08:14 | 2025-02-18 15:13:02 | Tgl                    | Tgl          |

**TOTAL JADWAL : 280 MP**

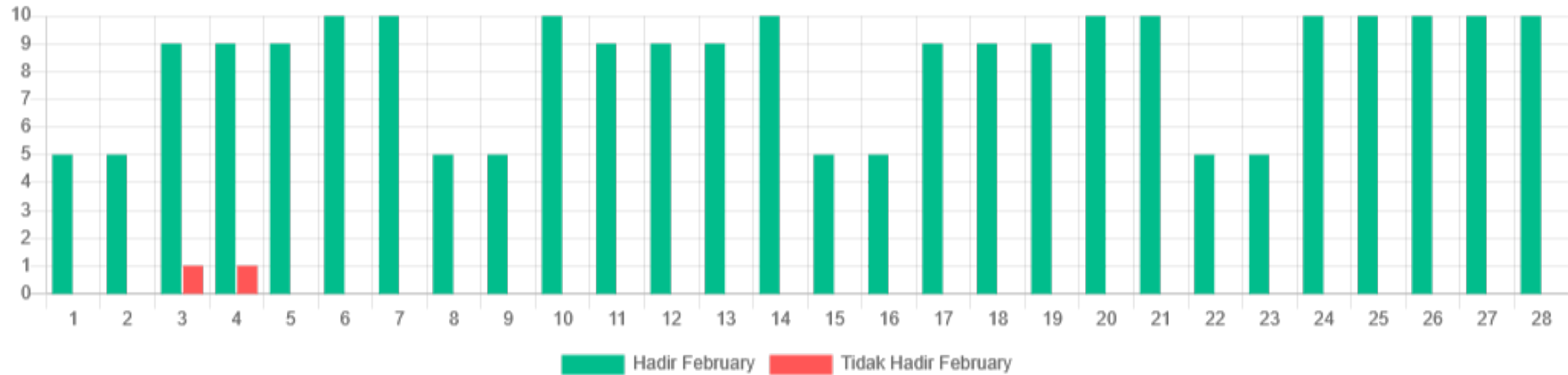
**HADIR : 231 MP**

**OFF : 47 MP**

**TIDAK HADIR : 2 MP**



**Monthly : February**





# **LAPORAN TABEL PERIODIK**

| Warna | Keterangan             |
|-------|------------------------|
| P     | : Planning             |
| A     | : Actual / Terealisasi |
| X     | : Tidak Terealisasi    |

[illegible]



[illegible]

| Warna | Keterangan             |
|-------|------------------------|
| P     | : Planning             |
| A     | : Actual / Terealisasi |
| X     | : Tidak Terealisasi    |

| 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 | JML | Ket |   |   |
|---------------------|------------------------------------|-----------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|---|---|
|                     |                                    |                 |   |   |   |   | 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 | JM |     |     |   |   |
|                     |                                    |                 |   |   |   |   | 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 |
| HALAMAN             |                                    |                 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |   |   |
| 1                   | PEMBERSIHAN LOGO JAGAT             | SPOTTING        | 0 | 0 | 1 | 0 | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 2                   | PEMBERSIHAN LAMPU TAMAN            | CLEANING        | 0 | 0 | 1 | 0 |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 3                   | PEMBERSIHAN LANTAI BATU ALAM       | BRUSHING        | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    |    | 1   | 1   |   |   |
| 4                   | PEMBERSIHAN LANTAI CONBLOK         | BRUSHING        | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    | 1   | 1   |   |   |
| 5                   | PEMBERSIHAN GUTTER                 | BRUSHING MANUAL | 0 | 0 | 1 | 0 |    |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 6                   | PEMBERSIHAN PINTU GERBANG DEPAN    | SPOTTING        | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 7                   | PEMBERSIHAN PINTU GERBANG BELAKANG | SPOTTING        | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 8                   | PEMBERSIHAN ACP SELASAR            | WALL CLEANING   | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| 9                   | PEMBERSIHAN KACA SELASAR           | GLASS CLEANING  | 0 | 0 | 1 | 0 |    |    |    |    |    |    |    |    |    |    |    |    |    | P  | A  |    |    |    |    |    |    |    |    |    |    |    |    |    | 1   | 1   |   |   |
| Total Rencana :     |                                    |                 |   |   |   |   | 1  | 0  | 0  | 0  | 0  | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 2  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0   |     |   |   |
| Total Realisasi :   |                                    |                 |   |   |   |   | 1  | 0  | 0  | 0  | 0  | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 2  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0   | 0   | 9 | 9 |
| Tidak Terealisasi : |                                    |                 |   |   |   |   | 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   | 0   | 0 |   |
| Warna               | Keterangan                         |                 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |   |   |
| P                   | : Planning                         |                 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |   |   |
| A                   | : Actual / Terealisasi             |                 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |   |   |
| X                   | : Tidak Terealisasi                |                 |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |   |   |

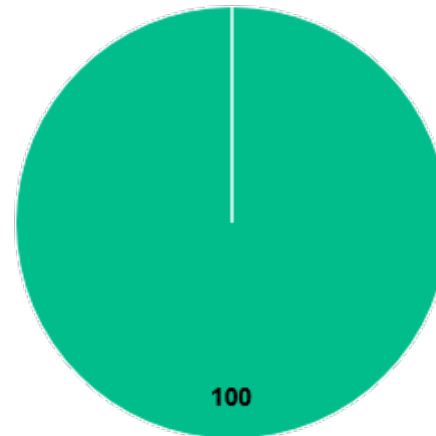
**PEKERJAAN : 47**

**REALISASI : 47**

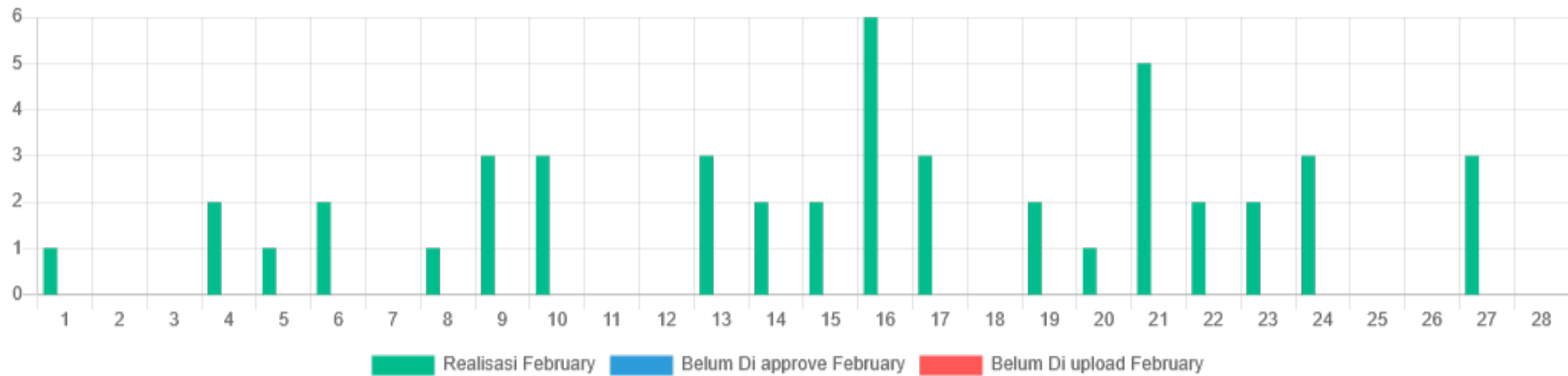
**DIALIHKAN : 0**

**BELUM APPROVE : 0**

**BELUM UPLOAD : 0**



**Monthly : February**





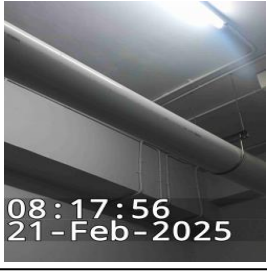
# **LAPORAN VISUALISASI PERIODIK**

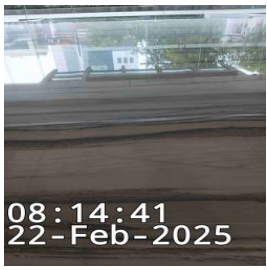
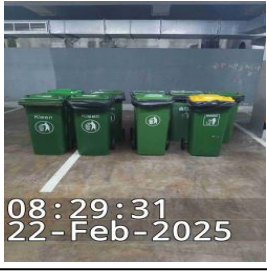
| No | Tanggal    | Area                    | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                                | Progress                                                                                                               | After                                                                                                                   |
|----|------------|-------------------------|----------------|------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1  | 05-02-2025 | GROUND FLOUR - LANTAI 9 | GLASS CLEANING | PEMBERSIHAN KACA |  <div>09:34:26<br/>05-Feb-2025</div> |  <div>16:36:55<br/>05-Feb-2025</div> |  <div>19:37:17<br/>05-Feb-2025</div> |

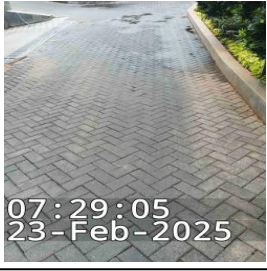
| No | Tanggal    | Area                    | Item Pekerjaan | Detail Pekerjaan        | Before                                                                            | Progress                                                                           | After                                                                               |
|----|------------|-------------------------|----------------|-------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1  | 06-02-2025 | GROUND FLOOR - LANTAI 9 | DUSTING        | PEMBERSIHAN CAMERA      |  |  |  |
| 2  | 06-02-2025 | EXTERNAL                | CLEANING       | PEMBERSIHAN LAMPU TAMAN |  |  |  |

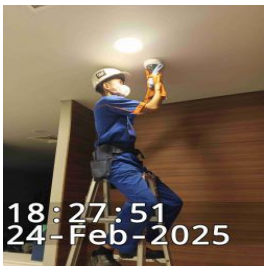
| No | Tanggal    | Area         | Item Pekerjaan | Detail Pekerjaan          | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|--------------|----------------|---------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 09-02-2025 | GROUND FLOUR | SPOTTING       | PEMBERSIHAN LIST KACA     | <br>08:40:10<br>09-Feb-2025  | <br>10:53:08<br>09-Feb-2025  | <br>14:18:23<br>09-Feb-2025  |
| 2  | 09-02-2025 | GROUND FLOUR | GLASS CLEANING | PEMBERSIHAN KACA          | <br>08:39:46<br>09-Feb-2025  | <br>10:54:14<br>09-Feb-2025  | <br>14:18:51<br>09-Feb-2025  |
| 3  | 09-02-2025 | GROUND FLOUR | WALL CLEANING  | PEMBERSIHAN DINDING PILAR | <br>08:39:24<br>09-Feb-2025 | <br>10:55:35<br>09-Feb-2025 | <br>14:17:57<br>09-Feb-2025 |



| No | Tanggal    | Area                | Item Pekerjaan | Detail Pekerjaan          | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|---------------------|----------------|---------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 21-02-2025 | LANTAI 9 - BASEMENT | DUSTING        | PEMBERSIHAN PIPA PLUMBING | <br>08:23:46<br>21-Feb-2025 | <br>13:26:56<br>21-Feb-2025 | <br>14:55:47<br>21-Feb-2025 |
| 2  | 21-02-2025 | LANTAI 9 - BASEMENT | DUSTING        | PEMBERSIHAN PIPA PRALON   | <br>08:17:56<br>21-Feb-2025 | <br>13:31:11<br>21-Feb-2025 | <br>14:53:39<br>21-Feb-2025 |

| No | Tanggal    | Area                | Item Pekerjaan | Detail Pekerjaan          | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|---------------------|----------------|---------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 22-02-2025 | GROUND FLOUR        | WHASING        | PEMBERSIHAN LANTAI MARMER | <br>08:14:41<br>22-Feb-2025 | <br>14:20:34<br>22-Feb-2025 | <br>14:21:01<br>22-Feb-2025 |
| 2  | 22-02-2025 | LANTAI 9 - BASEMENT | CLEANING       | PEMBERSIHAN SULO          | <br>08:29:31<br>22-Feb-2025 | <br>08:31:26<br>22-Feb-2025 | <br>08:43:50<br>22-Feb-2025 |

| No | Tanggal    | Area     | Item Pekerjaan | Detail Pekerjaan             | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|----------|----------------|------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 23-02-2025 | EXTERNAL | BRUSHING       | PEMBERSIHAN LANTAI BATU ALAM | <br>07:28:18<br>23-Feb-2025 | <br>08:53:29<br>23-Feb-2025 | <br>12:47:20<br>23-Feb-2025 |
| 2  | 23-02-2025 | EXTERNAL | BRUSHING       | PEMBERSIHAN LANTAI CONBLOK   | <br>07:29:05<br>23-Feb-2025 | <br>10:27:07<br>23-Feb-2025 | <br>12:46:42<br>23-Feb-2025 |

| No | Tanggal    | Area                    | Item Pekerjaan | Detail Pekerjaan         | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------------|----------------|--------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 24-02-2025 | GROUND FLOUR - LANTAI 9 | DUSTING        | PEMBERSIHAN GRILL AC     | <br>15:00:21<br>24-Feb-2025  | <br>18:28:25<br>24-Feb-2025  | <br>19:46:18<br>24-Feb-2025  |
| 2  | 24-02-2025 | GROUND FLOUR - LANTAI 9 | DUSTING        | PEMBERSIHAN CAMERA       | <br>15:00:39<br>24-Feb-2025  | <br>18:27:51<br>24-Feb-2025  | <br>19:46:35<br>24-Feb-2025  |
| 3  | 24-02-2025 | GROUND FLOUR - LANTAI 9 | WALL CLEANING  | PEMBERSIHAN DINDING KAYU | <br>15:00:56<br>24-Feb-2025 | <br>18:27:20<br>24-Feb-2025 | <br>19:46:50<br>24-Feb-2025 |

| No | Tanggal    | Area                    | Item Pekerjaan | Detail Pekerjaan         | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------------|----------------|--------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 27-02-2025 | GROUND FLOUR - LANTAI 9 | WALL CLEANING  | PEMBERSIHAN DINDING KAYU | <br>14:57:16<br>27-Feb-2025  | <br>18:22:13<br>27-Feb-2025  | <br>19:50:49<br>27-Feb-2025  |
| 2  | 27-02-2025 | GROUND FLOUR - LANTAI 9 | DUSTING        | PEMBERSIHAN CAMERA       | <br>14:56:27<br>27-Feb-2025  | <br>18:20:06<br>27-Feb-2025  | <br>19:49:02<br>27-Feb-2025  |
| 3  | 27-02-2025 | GROUND FLOUR - LANTAI 9 | DUSTING        | PEMBERSIHAN SIGNITE      | <br>14:56:44<br>27-Feb-2025 | <br>18:19:48<br>27-Feb-2025 | <br>19:49:17<br>27-Feb-2025 |



# LAPORAN TURNOVER

| No.               | NUC | Nama Karyawan | Jabatan Terakhir | Tipe Turnover | Tanggal Keluar | Tanggal Masuk | Keterangan |
|-------------------|-----|---------------|------------------|---------------|----------------|---------------|------------|
| DIPULANGKAN KE HO |     |               |                  |               |                |               |            |
| MP BARU           |     |               |                  |               |                |               |            |
| MP PINDAHAN       |     |               |                  |               |                |               |            |
| MP DIPINDAHKAN    |     |               |                  |               |                |               |            |

**TOTAL : 0 MP**

**NEW : 0 MP**

**RESIGN : 0 MP**

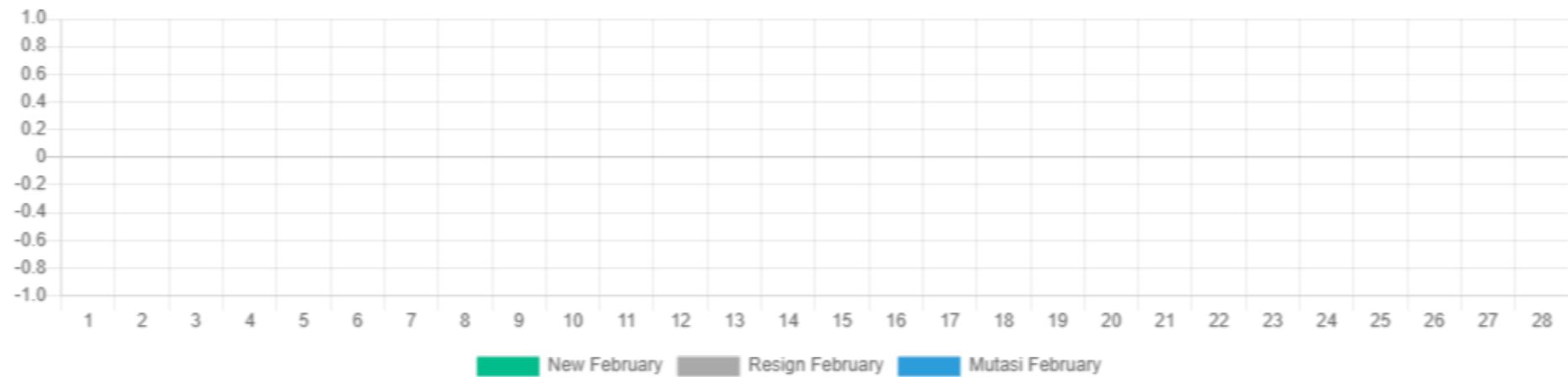
**MUTASI : 0 MP**

**Pengawas : 0**

**CSO : 0**

**OMP**

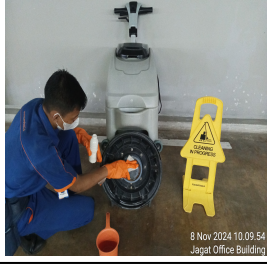
**Monthly : February**







# **LAPORAN MESIN**

| No | Kode Mesin       | Jenis Mesin                       | Merk Mesin | Foto Depan                                                                           | Foto Samping                                                                          | Status Baik | Status Rusak |
|----|------------------|-----------------------------------|------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|--------------|
| 1  | CF1/3/SCRB/823   | AUTOMATIC SCRUBBER                | INNOTECH   |    |    | BAIK        | -            |
| 2  | CF1/3/VC60/824   | WET & DRY VACUUM CLEANER 60 LITER | INNOTECH   |    |    | BAIK        | -            |
| 3  | CF1/21/LOSP/825  | LOW SPEED POLISHER                | GOLDIE     |   |   | BAIK        | -            |
| 4  | CF1/11/HPOL/1165 | HAND POLISHER                     | ALKO       |  |  | BAIK        | -            |
| 5  | CF1/35/KR50/2632 | KABEL ROLL 50 METER               | KAISER     |  |  | BAIK        | -            |
| 6  | CF1/3/SCRB/3158  | AUTOMATIC SCRUBBER                | INNOTECH   |  |  | BAIK        | -            |

| No | Kode Mesin       | Jenis Mesin                       | MerkMesin | Foto Depan                                                                         | Foto Samping                                                                        | Status Baik | Status Rusak |
|----|------------------|-----------------------------------|-----------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|--------------|
| 7  | CF1/3/VC60/3159  | WET & DRY VACUUM CLEANER 60 LITER | INNOTECH  |  |  | BAIK        | -            |
| 8  | CF1/11/HPOL/3167 | HAND POLISHER                     | ALKO      |  |  | BAIK        | -            |