

LAPORAN BULANAN CLEANING SERVICE

Proyek :
GALLERY JOGJAKARTA



Periode :

MARET 2025

Disusun Oleh :

ALBERTUS

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 GALERY JOGJAKARTA

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	31	
1	5001124	AHMAD MUSAFIKIN	CLEANER	HP 2	HS1	HS	HP 2	OFF	HP 2	HP 2	HP 2	HS1	HS	OFF	HP 2	HP 2	HP 2	HP 2	HS1	HS	HP 2	HP 2	HP 2	HS	OFF	HS1	HS	HS	HS	HP 2	OFF	HP 2	HS1	OFF	
2	5010078	IWAN PURNAMA	CLEANER	HP 1	HP 2	HP 2	HS	HS	OFF	HS	HP 2	HP 2	HP 2	HS	OFF	HS	HS	HS1	HP 2	HS	OFF	HP 2	HS	HS	HS1	HP 2	HP 2	HP 2	HP 2	OFF	HS	HS1	HP 2	MD3	
3	5001855	ARI SAPTONO	CLEANER	HS1	HP 1	OFF	HP 1	HP 1	HP 1	HP 2	HS1	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HS	HS	
4	5007704	DAVIT SLAMET BAWONO	CLEANER	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	MD3	
5	5004710	MUHAMMAD ABABIL AL HADZ	CLEANER	OFF	HS1	HS	HS	HS	HS	HS	OFF	HS1	HS	HS	HS	HS	HS	OFF	HS1	HS	HS	HS	HS	OFF	HS1	HS1	HS	HS	OFF	HS	HS	HS1	HS	MD3	
6	5000777	GALIH AWANG NAVI S	CLEANER	HS1	OFF	HS	HS	HS	HS	HS	HS1	OFF	HS	HS	HS	HS	HS	HS1	HS1	HS	HS	OFF	HS	HS	HS1	HS1	HS	HS	OFF	HS	HS	HS1	HS	HS	
7	5008622	FEBRI FIRMANSYAH	CLEANER	HP 2	HS1	HP 1	HP 2	HP 2	HS	HP 2	HP 2	HS1	HP 2	HP 2	OFF	HS	HS	HP 2	HS1	OFF	HS	HP 2	HP 2	HP 2	HS1	HS1	HP 2	HP 2	HS	OFF	HP 2	HS1	HS	HS	
8	5000378	EKA SUSANTO	CLEANER	HS1	HS1	HP 1	OFF	HP 2	HS	HS	HS1	HS1	HP 2	OFF	HS	HP 2	HP 2	HS1	HS1	HP 2	HP 2	HS	HS	OFF	HP 2	HP 2	HS	HS	HS	HS	OFF	HP 2	HP 2	OFF	
9	5009296	AFRIYANTO	CLEANER	OFF	HP 2	HP 2	HS	HP 2	HP 2	OFF	HS1	HP 2	OFF	HP 2	HP 2	HS	HS	HS1	HP 2	HP 2	HS	HS	OFF	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HS	HS	HS1	HP 2	OFF	
10	5010249	BAYU NURHIDAYAT	CLEANER	HP 2	HP 2	OFF	HP 2	HS	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HS	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HS	HS1	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	HS	MD3	
11	5000936	NGATIYEM	CLEANER	HP 2	HP 2	HS	HS	HS	OFF	HP 2	HP 2	HP 2	HS	HS	HS	OFF	HS	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HS1	OFF	HS	HP 2	HP 2	HP 2	HS	HS1	HP 2	OFF	
12	5005697	RIAN KASWOROWATI	CLEANER	OFF	HS1	HS	HP 2	HP 2	HP 2	OFF	HS1	HS1	HS	HP 2	HP 2	HP 2	OFF	HS1	HP 2	HS	HS	HS	OFF	HP 2	HP 2	HP 2	HS	OFF	HS	HS	HP 2	HP 2	HS	OFF	
13	5007684	ANANDA ASKA NABILA	CLEANER	OFF	HS1	HS	HS	HP 2	HP 2	HP 2	OFF	HS1	HS	HS	HS	HP 2	HP 2	HP 2	HS1	OFF	HP 2	HP 2	HS	HS	HS1	OFF	HP 2	HP 2	HS	HS	HP 2	HP 2	OFF	HS	
14	5007767	RINA NINGSIH	CLEANER	HS1	OFF	HP 2	HP 2	HS	HS	HS	HS1	OFF	HP 2	HP 2	HP 2	HS	HS	HS1	OFF	HS	HS	HS	HP 2	HS	OFF	HS1	HS	HS	HP 2	HP 2	HS	HS1	HS	OFF	
15	5007140	WAHYU LILIS WIJAYANTI	CLEANER	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS1	OFF	HS	HS	HS	HS	HS1	HS	HS	
16	5002832	ITIRNA	CLEANER	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	MD3	
Total MP Shift Pagi:				7	7	6	7	8	8	8	7	6	7	7	7	8	7	8	7	6	6	8	8	7	6	7	7	6	8	7	7	7	6	5	
Total MP Shift Siang:				5	7	6	7	7	6	6	7	7	6	6	7	7	8	7	7	6	7	6	6	7	8	6	7	6	6	7	7	8	9	5	
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					
Total MP Libur:				4	2	4	2	1	2	2	2	3	3	3	2	1	1	1	2	4	3	2	2	2	2	3	2	4	2	2	2	1	1	6	
Total MP :				16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16

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	

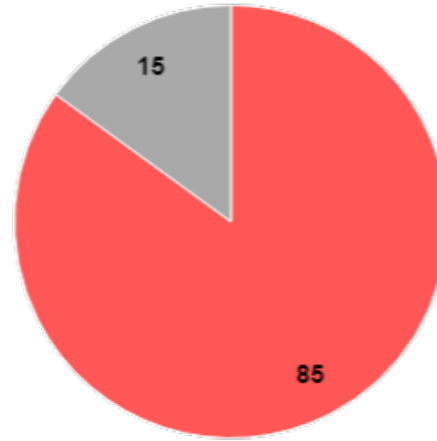
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G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

TOTAL JADWAL : 589 MP

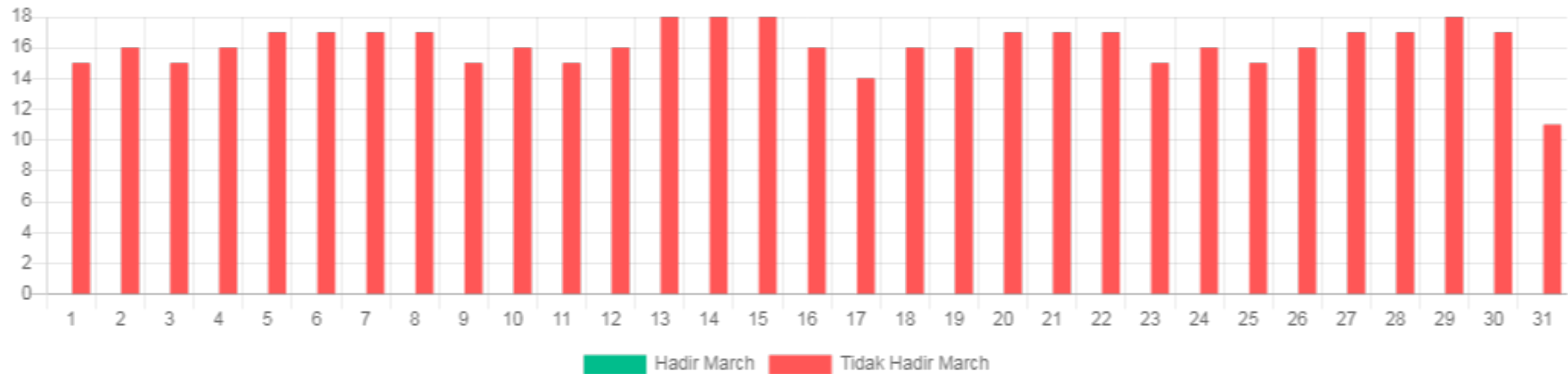
HADIR : 0 MP

OFF : 88 MP

TIDAK HADIR : 501 MP



Monthly : March





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						
							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	SB	MG	SN								
							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	P	A	
BESMENT 2																																													
1	CLEANING GESTREP	FLOOR	0	4	0	0		P							P							P							P											4	0				
BESMENT 1																																													
1	CLEANING STP ROOM	RUANGAN	0	5	0	0		P							P							P							P										P			5	0		
Total Rencana :							0	4	0	0	0	0	0	0	4	0	0	0	0	0	4	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4	0	0					
Total Realisasi :							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	0	0	0	0	0	9	0	0%
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	0	0	0	0	0	0		
Warna	Keterangan																																												
P	: Planning																																												
A	: Actual / Terealisasi																																												
X	: Tidak Terealisasi																																												

No	Area	Pekerjaan	D	W	M	Y
		LANTAI LG				
1	CLEANING PILAR	WALL	0	1	0	0
2	WASHING DUSTBIN	KORIDOR	0	4	0	0
3	CLEANING SUDUT LANTAI	FLOOR	0	1	0	0
4	CLEANING TRAF ESKALATOR	ESKALATOR	0	4	0	0
5	HIGH DUSTING PLAFON DAN ACSESORIS	CEILLING	0	1	0	0
6	CLEANING WALL ALL LIFT	LIFT	0	1	0	0
7	WASHING LANTAI	FLOOR	0	0	1	0
Total Rencana :			0	0	0	0
Total Realisasi :			0	0	0	0
Tidak Terealisasi :			0	0	0	0
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	29	30	31	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	SB	MG	SN						
							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	P
LANTAI GF																																											
1	WALL CLEANING	WALL	0	0	1	0																							P										1	0			
2	WASHING DUSTBIN	KORIDOR	0	4	0	0					P							P							P							P								4	0		
3	CLEANING SUDUT LANTAI	FLOOR	0	1	0	0																			P																1	0	
4	CLEANING TRAF ESKALATOR	ESKALATOR	0	3	0	0		P							P							P																			3	0	
5	WASHING LANTAI	FLOOR	0	0	1	0					P																														1	0	
6	HIGH DUSTING PLAFON DAN ACSESORIS	CEILLING	0	1	0	0											P																								1	0	
7	CLEANING WALL ALL LIFT	LIFT	0	1	0	0																											P								1	0	
8	CLEANING TANGGA DARURAT	TANGGA DARURAT	0	1	0	0																				P																1	0
9	CLEANING JANGGUTAN	KORIDOR	0	1	0	0												P																								1	0
10	CLEANING RALLING	KORIDOR	0	1	0	0																	P																			1	0
11	CLEANING SENTILIVER	KORIDOR	0	2	0	0	P								P																											2	0
Total Rencana :							1	1	0	0	2	0	0	0	1	1	0	1	2	0	0	0	1	1	0	2	1	0	0	1	0	0	1	1	0	0	0	0	0				
Total Realisasi :							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	0	0	0	0	17	0
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	0	0	0	0		
Warna	Keterangan																																										
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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							
							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	SB	MG	SN			SL	RB	KM	JM	SB	MG	SN
							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	P	A	P	A
LANTAI 1																																														
1	CLEANING PILAR	WALL	0	1	0	0															P																		1	0						
2	WASHING DUSTBIN	KORIDOR	0	4	0	0							P							P							P							P					4	0						
3	WALL CLEANING	WALL	0	1	0	0																							P											1	0					
4	CLEANING SUDUT LANTAI	FLOOR	0	1	0	0																			P															1	0					
5	CLEANING TRAF ESKALATOR	ESKALATOR	0	3	0	0				P														P							P									3	0					
6	CLEANING CEILING	CEILING	0	1	0	0																	P																	1	0					
7	CLEANING JANGGUTAN	KORIDOR	0	1	0	0																						P												1	0					
8	CLEANING WALL ALL LIFT	LIFT	0	1	0	0																												P						1	0					
9	CLEANING TANGGA DARURAT	TANGGA DARURAT	0	1	0	0																												P						1	0					
10	WASHING LANTAI	FLOOR	0	0	1	0				P																														1	0					
11	CLEANING REILING	KORIDOR	0	1	0	0																	P																	1	0					
12	CLEANING CENTILEVER	KORIDOR	0	2	0	0								P																			P							2	0					
Total Rencana :							0	0	0	2	0	0	1	1	0	0	0	0	1	1	0	1	2	1	0	1	1	1	0	1	1	2	1	0	0	0	0									
Total Realisasi :							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	0	0	0	18	0				
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	0	0	0						
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							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	SB	MG	SN			SL	RB	KM	JM	SB	MG	SN
							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	P	A	P	A
LANTAI 3																																														
1	CLEANING PILAR	WALL	0	1	0	0	P																																1	0						
2	WASHING DUSTBIN	KORIDOR	0	4	0	0		P							P							P								P										4	0					
3	WALL CLEANING	WALL	0	1	0	0													P																					1	0					
4	CLEANING CEILLING	CEILLING	0	1	0	0																		P																	1	0				
5	CLEANING JANGGUTAN	KORIDOR	0	1	0	0													P																					1	0					
6	CLEANING WALL ALL LIFT	LIFT	0	1	0	0								P																											1	0				
7	CLEANING TANGGA DARURAT	TANGGA DARURAT	0	1	0	0											P																								1	0				
8	WASHING LANTAI	FLOOR	0	0	1	0			P																																1	0				
9	CLEANING REILING	KORIDOR	0	1	0	0				P																															1	0				
10	CLEANING CENTILEVER	KORIDOR	0	2	0	0								P																											2	0				
Total Rencana :							1	1	1	1	0	0	0	1	1	1	1	0	0	2	0	0	1	0	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	14	0	0%		
Total Realisasi :							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	0	0	0	0	0	0			
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	0	0	0	0	0	0		0	
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							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	SB	MG	SN			
							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
LANTAI 2																																								
1	CLEANING PILAR	WALL	0	1	0	0																														P	1	0		
2	WASHING DUSTBIN	KORIDOR	0	3	0	0	P														P							P										3	0	
3	WALL CLEANING	WALL	0	1	0	0																							P										1	0
4	CLEANING SUDUT LANTAI	FLOOR	0	1	0	0																			P														1	0
5	CLEANING TRAF ESKALATOR	ESKALATOR	0	4	0	0			P								P						P								P								4	0
6	CLEANING CEILLING	CEILLING	0	1	0	0																		P															1	0
7	CLEANING JANGGUTAN	KORIDOR	0	1	0	0																						P											1	0
8	CLEANING WALL ALL LIFT	LIFT	0	1	0	0																												P					1	0
9	WASHING LANTAI	FLOOR	0	0	1	0				P																													1	0
10	CLEANING REILING	KORIDOR	0	1	0	0																		P															1	0
11	CLEANING CENTILEVER	KORIDOR	0	2	0	0									P																						P		2	0
Total Rencana :							1	0	1	1	0	0	0	1	0	1	0	0	0	0	1	0	2	1	1	0	0	2	1	1	0	0	1	0	0	1	1			
Total Realisasi :							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	0	17	0
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	0	0	
Warna	Keterangan																																							
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X	: Tidak Terealisasi																																							

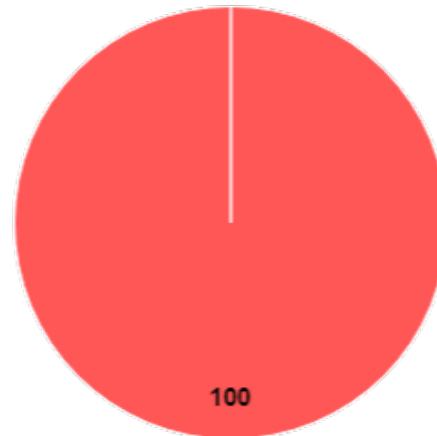
PEKERJAAN : 99

REALISASI : 0

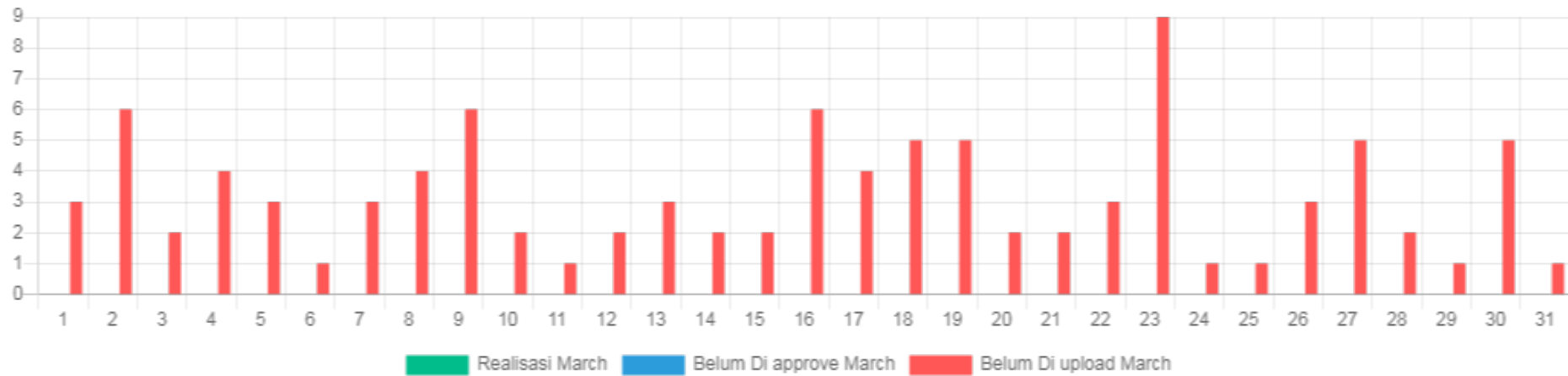
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 99



Monthly : March





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
19	0	0	0	0	19	0.00

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

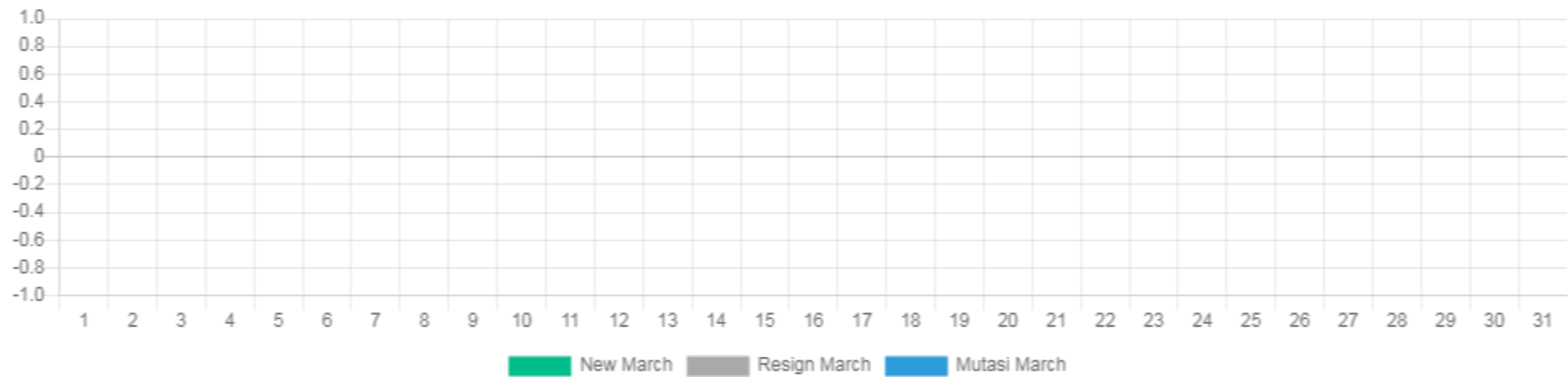
MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : March





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF5/3/SCRB/2549	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK
2	CF5/3/SCRB/2768	AUTOMATIC SCRUBBER	INNOTECH			-	RUSAK
3	CF5/3/VC60/3600	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
4	CF5/3/VC60/3601	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
5	CF5/21/LOSP/3602	LOW SPEED POLISHER	GOLDIE			BAIK	-
6	CF5/21/LOSP/3603	LOW SPEED POLISHER	GOLDIE			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF5/21/LOSP/3604	LOW SPEED POLISHER	GOLDIE			BAIK	-
8	CF5/71/HTUH- HTVH/3646	HANDY TALKIE	VEV			BAIK	-
9	CF5/71/HTUH- HTVH/3647	HANDY TALKIE	VEV			BAIK	-