

LAPORAN BULANAN CLEANING SERVICE

Proyek :
ORANGE GROOVES PIK2



Periode :

APRIL 2025

Disusun Oleh :

MUHAMMAD ABDUL BAKRI

CS-LEADER

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 ORANGE GROOVES PIK2

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 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	1038052	AVIRNI FUJA RIAUDI	CLEANER	HP	HP	HP	HP	HL	HL	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	
2	1037033	YAYAH BADRIYAH	CLEANER	HP	HP	HP	OFF	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP														
3	1041016	AHMAD SAIPULOH	CLEANER	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	
4	1037170	RISWAN HERDIANTO	CLEANER	HL	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	
5	1037051	SUANDA	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	
6	1037349	AHMAD MUDINI	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	
7	1036230	M ROBIN SUHERMAN	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	
8	1037901	MUHAMAD SYAHRIR	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	
9	1037500	SUKMAWIJAYA	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	
10	1038596	SAFIRA ISTIQOMAH	CLEANER	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	
11	1036206	NUR INDAH SARI	CLEANER	HS	HS	HS	HL	OFF	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
12	1037497	LUDIN	CLEANER	HS	HS	HS	OFF	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
13	1037172	PUTRI NUR AINI	CLEANER	HS	HS	HS	HS	HS																										
14	1038949	YAYU SUSANTI	CS-TOILET_ATTENDANT						HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS																
15	1041663	DELLA GUSTARI	CLEANER															OFF	OFF	OFF	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	
16	1043862	NUR YASINTA	CLEANER																							OFF	HP	HP	HP	HP	HP	HP	OFF	
Total MP Shift Pagi:				5	4	4	5	5	5	5	4	4	6	6	6	5	5	4	4	5	5	5	4	5	3	4	6	6	6	5	6	3		
Total MP Shift Siang:				7	5	5	5	6	7	6	5	5	5	7	7	7	6	5	4	4	7	7	7	6	5	5	5	7	7	7	6	5	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	0	0	0	
Total MP Libur:				0	4	4	2	1	0	2	3	4	4	0	0	0	2	4	5	5	0	0	0	2	2	5	4	0	0	0	2	2	5	
Total MP :				12	13	13	12	12	12	13	13	13	13	13	13	13	13	13	14	13	13	12	12	12	12	12	13	13	13	13	13	13	13	13

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	30
1	1036739	MUHAMMAD ABDUL BAKRI	CS-LEADER	HP	HP	HP	HP	OFF	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP	HP	HP	HP	HP	HL	OFF	HP

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	
2	1037046	AHMAD JAELANI	CS- LEADER	HS	HS	HS	HS	HL	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	HS	HS	HS	HS	OFF	HL	HS	
Total MP Shift Pagi:				1	1	1	1	0	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0		1	
Total MP Shift Siang:				1	1	1	1	0	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	0		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:				0	0	0	0	1	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1		
Total MP :				2	2	2	2	1	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	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	29	30	H	I	A	G	O	S	SR	IR	Keterangan	
1	1036206	CLEANER	H	H	H	H	O	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	25	0	0	0	5	0	0	0	-	
	NUR INDAH SARI																																									
2	1036230	CLEANER	H	H	O	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	H	26	0	0	0	4	0	0	0	-	
	M ROBIN SUHERMAN																																									
3	1036739	CS-LEADER	H	H	H	H	O	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	25	0	0	0	5	0	0	0	-	
	MUHAMMAD ABDUL BAKRI																																									
4	1037033	CLEANER	H	H	H	O	H	H	H	O	H	H	H	H	H	H	O	H	H															14	0	0	1	3	0	0	0	SUDAH_CLEARENSHEET
	YAYAH BADRIYAH						G																																			
5	1037046	CS-LEADER	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	O	H	H	26	0	0	0	4	0	0	0	-	
	AHMAD JAELANI																																									
6	1037051	CLEANER	H	H	O	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	H	26	0	0	0	4	0	0	0	-	
	SUANDA																																									
7	1037170	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	H	O	25	0	0	0	5	0	0	0	-	
	RISWAN HERDIANTO																																									
8	1037172	CLEANER	H	H	H	H	A																											4	0	1	0	0	0	0	0	SUDAH_CLEARENSHEET
	PUTRI NUR AINI																																									
9	1037349	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	A	H	H	H	25	0	1	0	4	0	0	0	-			
	AHMAD MUDINI																																									
10	1037497	CLEANER	H	H	H	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	25	0	0	0	5	0	0	0	-		
	LUDIN																																									

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	H	I	A	G	O	S	SR	IR	Keterangan											
11	1037500	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	H	O	25	0	0	0	5	0	0	0	-											
	SUKMAWIJAYA																																																			
12	1037901	CLEANER	H	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	H	26	0	0	0	4	0	0	0	-											
	MUHAMAD SYAHRIR																																																			
13	1038052	CLEANER	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	O	H	H	26	0	0	0	4	0	0	0	-											
	AVIRNI FUJA RIAUDI																																																			
14	1038596	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	H	O	25	0	0	0	5	0	0	0	SUDAH_CLEARENSHEET											
	SAFIRA ISTIQOMAH																																																			
15	1038949	CLEANER							H	O	H	H	H	H	H	O	H																	8	0	0	0	2	0	0	0	-										
	YAYU SUSANTI																																																			
16	1041016	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	H	O	25	0	0	0	5	0	0	0	-											
	AHMAD SAIPULOH																																																			
Total :																																356	0	2	1	64	0	0	0													

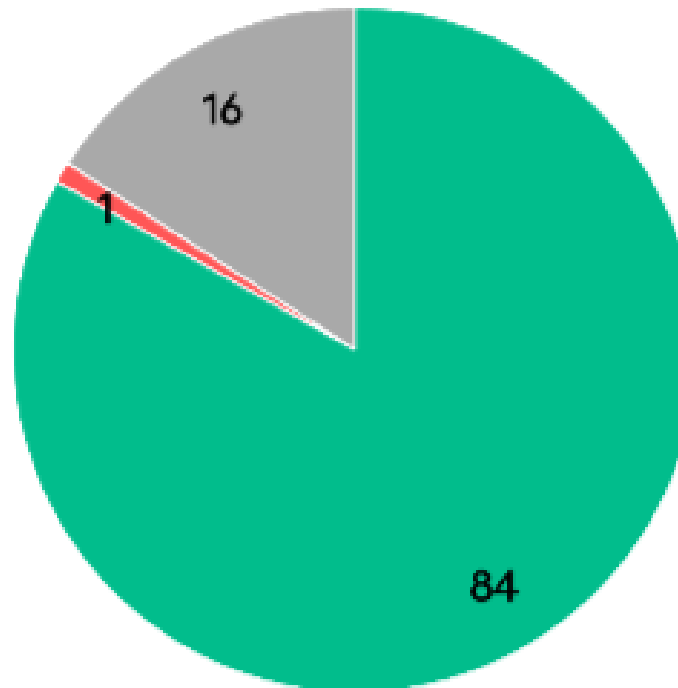
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	RENDI WINATA	ADMIN OA - KARIN		Nama
	2025-04-16 06:49:54	2025-04-18 20:40:29	Tgl	Tgl

TOTAL JADWAL : 449 MP

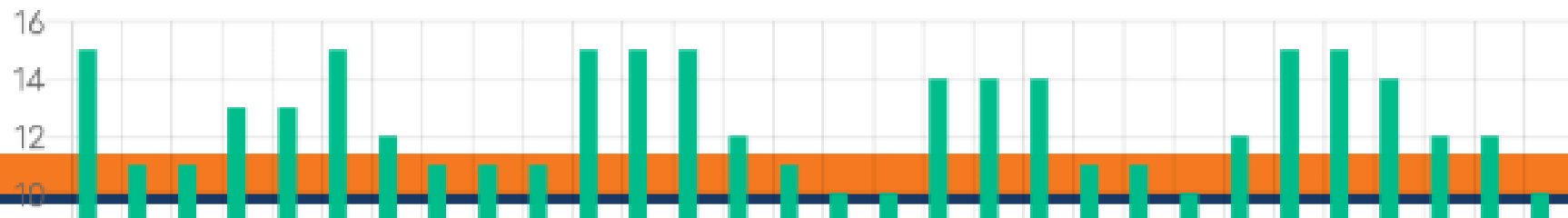
HADIR : 375 MP

OFF : 71 MP

TIDAK HADIR : 3 MP



Monthly : April





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	JML	Ket																																	
							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																																			
							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																											
RESTROOM EAST																																																																							
1	CEILING	PLAFON CLEANING	0	2	0	0															P	A													P	A		2	2																																
2	CUP LAMPU	DUSTING	0	3	0	0		P	A													P	A													P	A	3	3																																
3	EXHAUST FAN	DUSTING	0	2	0	0			P	A													P	A														2	2																																
4	DINDING	WALL CLEANING	0	1	0	0				P	A																											1	1																																
5	KUBIKAL	WALL CLEANING	0	2	0	0						P	A													P	A											2	2																																
6	KACA	GLASS CLEANING	0	1	0	0								P	A																							1	1																																
7	WASTAFEL	POLISHING	0	1	0	0									P	A																						1	1																																
8	URINAL	POLISHING	0	1	0	0										P	A																					1	1																																
9	CLOSET	POLISHING	0	1	0	0											P	A																				1	1																																
10	FLOOR DRAIN	POLISHING	0	1	0	0												P	A																			1	1																																
11	TEMPAT SAMPAH	WASHING	0	2	0	0														P	A													P	A		2	2																																	
12	ACCESORIS	POLISHING	0	3	0	0		P	A													P	A													P	A	3	3																																
13	JANITOR	GENERAL CLEANING	0	2	0	0			P	A													P	A														2	2																																
RESTROOM WEST																																																																							
1	CEILING	PLAFON CLEANING	0	1	0	0				P	A																											1	1																																
2	CUP LAMPU	DUSTING	0	2	0	0						P	A												P	A												2	2																																
3	EXHAUST FAN	DUSTING	0	1	0	0								P	A																							1	1																																
4	DINDING	WALL CLEANING	0	1</																																																																			

[illegible]

MANAGEMENT OFFICE

[illegible]

MUSHOLLA

[illegible]

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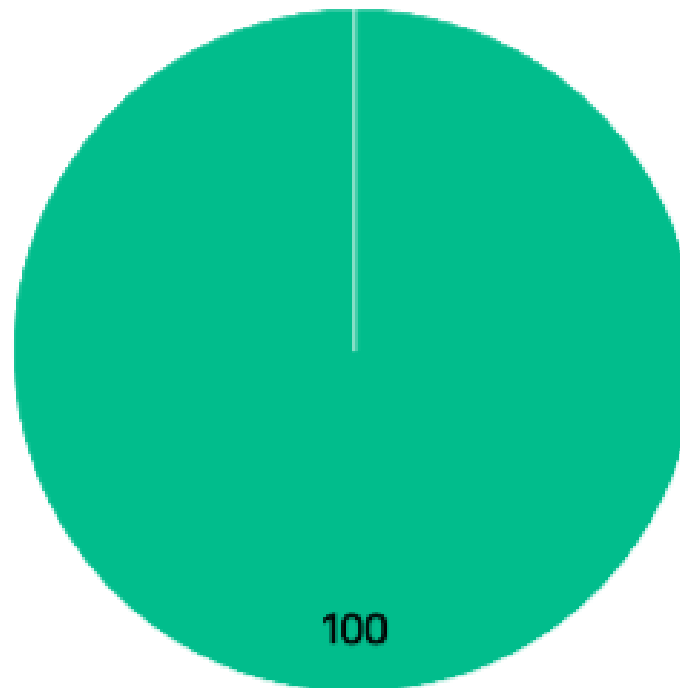
PEKERJAAN : 302

REALISASI : 302

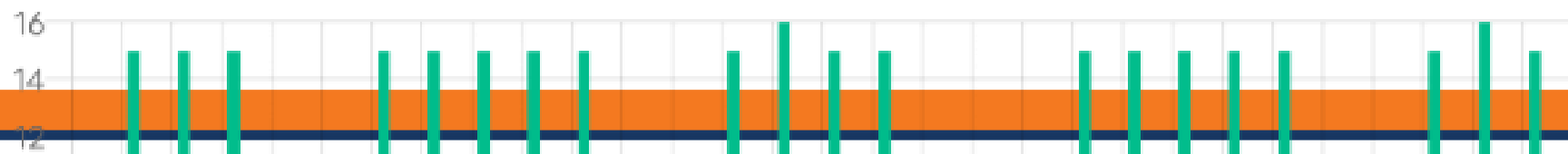
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : April





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	14-04-2025	SET UP DEPLOYMENT	POLISHING	FLOOR DRAIN	 16:04:12 14-Apr-2025	 16:04:55 14-Apr-2025	 16:05:19 14-Apr-2025
2	14-04-2025	SET UP DEPLOYMENT	POLISHING	WASTAFEL	 16:01:17 14-Apr-2025	 16:01:41 14-Apr-2025	 16:02:06 14-Apr-2025
3	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 16:02:37 14-Apr-2025	 16:02:50 14-Apr-2025	 16:03:32 14-Apr-2025
4	14-04-2025	SET UP DEPLOYMENT	PLAFON CLEANING	CEILING	 19:26:53 14-Apr-2025	 19:27:05 14-Apr-2025	 19:27:14 14-Apr-2025
5	14-04-2025	SET UP DEPLOYMENT	DUSTING	CUP LAMPU	 19:20:24 14-Apr-2025	 19:21:29 14-Apr-2025	 19:21:50 14-Apr-2025
6	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	KISI KISI	 13:04:07 14-Apr-2025	 13:05:01 14-Apr-2025	 13:05:25 14-Apr-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
8	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
9	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
10	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
11	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
12	14-04-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
13	14-04-2025	SET UP DEPLOYMENT	POLISHING	LAMPU TANAM			
14	14-04-2025	SET UP DEPLOYMENT	POLISHING	PERAHU			
15	14-04-2025	SET UP DEPLOYMENT	BRUSHING	KANSTIN			