

LAPORAN BULANAN CLEANING SERVICE

Proyek :
MENARA BANK DANAMON



Periode :

APRIL 2025

Disusun Oleh :

ASEP NURHADI
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 MENARA BANK DANAMON

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 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	1012973	MULYANA	CLEANER	OFF	OFF	OFF	OFF	WD	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
2	1024960	MAEMUNAH	CLEANER	OFF	OFF	OFF	OFF	OFF	WD	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
3	1025734	AGUNG SUBAGJA	CLEANER	OFF	OFF	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
4	1027131	RAFLI EFENDI	CLEANER	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
5	1027833	DELA SUPAH	CLEANER	OFF	OFF	OFF	OFF	WD	OFF	WD	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
6	1028528	AFIF SOLIKHIN	CLEANER	OFF	OFF	OFF	OFF	WD	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
7	1029345	AHMAD MUJAMIL AL HAFIDZ	CS-JR_CLEANER	OFF	OFF	WD	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
8	1029900	ACEP IRHAM ANSHORI	CS-GONDOLA	OFF	OFF	OFF	OFF	OFF	WD	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
9	1029901	ARSLIH	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
10	1029903	UJANG KOSIM	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	OFF	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
11	1029905	MUHAMMAD YUSUF	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	WD	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
12	1029906	PARNO	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
13	1029907	NOVA RIZALDI	CLEANER	OFF	OFF	OFF	WD	OFF	OFF	WD	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HP 2	HP 2
14	1029908	SITI NURJANAH	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
15	1029909	FARAH DINA	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
16	1029910	SUKAINAH	CS-BUTLER	OFF	OFF	OFF	OFF	OFF	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
17	1029911	TRISNAWATI	CLEANER	OFF	OFF	OFF	OFF	OFF	WD	WD	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	MD3	MD3	OFF	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3
18	1029912	RIYANTO	CLEANER	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
19	1029913	ACEP SAPUTRA	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
20	1029914	JAYADI	CS-BUTLER	OFF	OFF	OFF	OFF	OFF	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
21	1029915	BUDIYANTO	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	WD	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
22	1029916	JOKO PERMADI	CS-BUTLER	OFF	OFF	OFF	OFF	OFF	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
23	1029917	ARI SETIANTO	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
24	1029918	SETIA BUDI	CS-BUTLER	OFF	OFF	OFF	OFF	OFF	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
25	1029919	MUH OPIK SULAIMAN	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	WD	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
26	1029921	HERI HERIYANA	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
27	1029922	KUDIRJA	CLEANER	OFF	OFF	WD	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
28	1029924	RENDRA HERMAWANSYAH	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	WD	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
29	1029925	IBNU FAIZ	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
30	1029926	ZAHRA HANIFAH	CLEANER	OFF	OFF	OFF	OFF	WD	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	MD3	MD3	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2

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
31	1029928	ARDI JUWANTORO	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	MD1	MD1	MD1	MD1	OFF	WD	MD1	MD1	MD1	MD1	OFF	WD	OFF	MD1	MD1	MD1	MD1	MD1	WD	OFF	MD1	MD1
32	1029929	SAIFULLAH	CS-OFFICE_BOY/GIRL	OFF	WD	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
33	1029930	ANGGA AJISADEWO	CLEANER	OFF	OFF	WD	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
34	1029932	MAULANA	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HS1	HS1
35	1029934	BURHAN SIREGAR	CS-OFFICE_BOY/GIRL	OFF	OFF	WD	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
36	1029937	ZULKARNAIN	CS-OFFICE_BOY/GIRL	OFF	OFF	OFF	WD	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
37	1031046	MARLINA	CLEANER	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2
38	1031563	ENDAH UTARI	CLEANER	OFF	OFF	OFF	OFF	OFF	OFF	WD	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	OFF	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1
39	1033609	ANWAR SADAT	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	OFF	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2
40	1033699	FERA ANGGRIANI	CLEANER	OFF	OFF	OFF	WD	OFF	OFF	WD	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	OFF	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3
41	1034694	SUSANTI	CLEANER	OFF	OFF	OFF	OFF	WD	OFF	WD	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3	HP 2	HP 2	OFF	WD	OFF	MD3	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3
42	1034737	BAYU RENGGA SAPUTRA	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
43	1035545	MUHAMAD IRFAN DARMAWAN	CLEANER	OFF	OFF	WD	OFF	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	WD	OFF	HS1	HS1
44	1037962	PANJI PRAKASA	CLEANER	OFF	OFF	WD	OFF	OFF	OFF	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2	HM2	HM2	OFF	OFF	HM2	HM2	HM2	HM2	HM2	HM2	OFF	HM2	HM2	HM2
45	1038655	DEWI	CLEANER	OFF	OFF	OFF	OFF	OFF	WD	WD	MD3	MD3	MD3	MD3	OFF	WD	MD3	MD3	MD3	MD3	OFF	WD	OFF	MD3	MD3	MD3	MD3	MD3	WD	OFF	MD3	MD3
46	1039054	ARIF SAHRODI	CLEANER	OFF	OFF	OFF	WD	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
47	1039606	DIDIK HERMANTO	CS-GONDOLA	OFF	OFF	OFF	WD	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
48	1039619	M PAUZI	CLEANER	OFF	OFF	OFF	WD	OFF	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	WD	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1
49	1040791	IWAN AWANG PRATAMA	CS-GONDOLA	OFF	OFF	OFF	WD	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
50	1041114	ANDIKA PUTRA PURNAMA	CLEANER	OFF	OFF	WD	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2
51	1041154	ROHAN LUMBANTORUAN	CLEANER	OFF	WD	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	WD	HP 2	HP 2
Total MP Shift Pagi:				0	0	0	0	0	0	0	34	34	34	34	3	0	34	34	34	34	0	0	0	34	34	34	34	34	0	0	34	34
Total MP Shift Siang:				0	0	0	0	0	0	0	15	15	15	15	0	0	15	15	15	15	0	0	0	15	15	15	15	15	0	0	15	15
Total MP Shift Malam:				0	0	0	0	0	0	2	2	2	2	2	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	2	2	2
Total MP Libur:				51	44	44	44	44	45	5	0	0	0	0	27	30	0	0	0	0	0	51	32	26	0	0	0	0	0	27	30	0
Total MP :				51	44	44	44	44	45	7	51	51	51	51	30	32	51	51	51	51	51	32	28	51	51	51	51	51	27	32	51	51

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	1029923	CHAERUL ANWAR	CS-LEADER	OFF	OFF	OFF	OFF	WD	WD	WD	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	HS1	OFF	OFF	OFF	HS1	HS1	HS1	HS1	HS1	OFF	WD	HS1	HS1	HS1	
2	1023085	ANGGI KABULLAH ASMAN	CS-SUPERVISOR	OFF	OFF	OFF	WD	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	WD	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF				
3	1022534	EGA SAPTO NUGRAENI	CS-LEADER	OFF	OFF	OFF	OFF	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	HP 2	OFF	OFF	WD	HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2	
4	1040397	ASEP NURHADI	CS-SUPERVISOR																				HP 2	HP 2	HP 2	HP 2	HP 2	WD	OFF	HP 2	HP 2	HP 2		
Total MP Shift Pagi:				0	0	0	0	0	0	0	2	2	2	2	0	0	2	2	2	2	0	0	0	3	3	3	3	3	0	0	2	2	2	
Total MP Shift Siang:				0	0	0	0	0	0	0	1	1	1	1	0	0	1	1	1	1	0	0	0	1	1	1	1	1	0	0	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				
Total MP Libur:				3	3	3	2	2	2	0	0	0	0	0	1	2	0	0	0	0	3	2	2	0	0	0	0	0	1	3	0			
Total MP :				3	3	3	2	2	2	0	3	3	3	3	1	2	3	3	3	3	3	2	2	4	4	4	4	4	1	3	3	3	3	