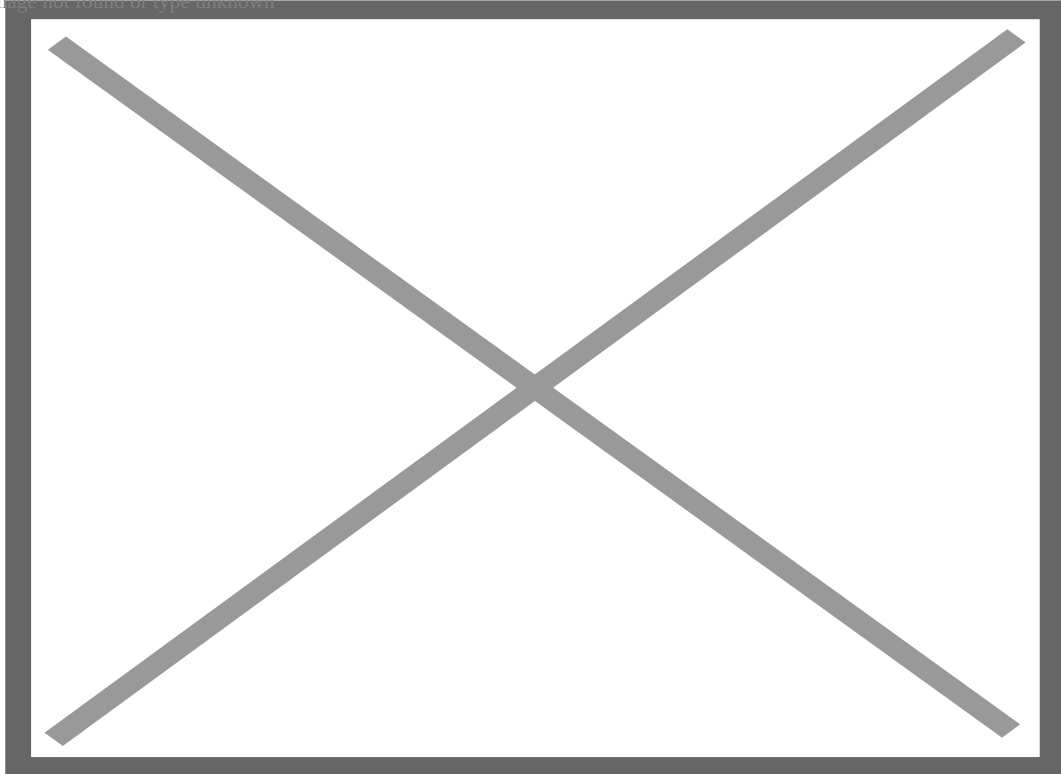


LAPORAN BULANAN CLEANING SERVICE

Proyek :
LENMARC MALL

Image not found or type unknown



Periode :

MEI 2024

Disusun Oleh :

DOEDIK AFRIYANTO
OPERATION MANAGER

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 LENMARC MALL

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	5007419	RIWAN ARIA TONANG	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	
2	5007413	RIZKY DINARTALINI	CLEANER	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HS	HP	HP	OFF	HS	HP	HS	HS	HP	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	
3	5007429	WAHYU FERDI HANZAH	CLEANER	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HS	HP	HS	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HP	
4	5007451	RUTH CHAESARRIA W	CLEANER	HP	OFF	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HS	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HP
5	5007663	MUCHAMMAD ANDIKA	CLEANER	HS	OFF	HS	HS	HS	HP	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	
6	5007682	MAS UD AJI MAULANA	CLEANER	HS	HS	HS	OFF	HS	HS	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	
7	5007689	YOUWAN EFENDY PUTRA	CLEANER	HS	HP	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HP	OFF		
8	5007836	ANANDA ALTO IMMANUEL	CLEANER	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HS	
9	5007865	TEGAR JALU PAMUNGKAS	CLEANER	HP	HS	HS	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HP	HS	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HS	HS
10	5007876	ERSHA SYAFRIDA	CLEANER	OFF	HS	HS	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HS	HS	HS	HS	OFF	HP	HP	HS	HS	HP	HP	OFF	HP	HP	
11	5007963	AHMAD EFENDI	CLEANER	HS	HP	HP	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	HP	HP	HP	HS	HS	HS	OFF	HS	HS	HP	HP	HS	HS	OFF	HS	HP	HP	
12	5008198	SIGIT CATUR PURNOMO	CLEANER	HP	HP	HP	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	
13	5008236	DIMAS RAGIL SHAPUTRA	CLEANER	HP	HP	HP	HP	HP	HS	OFF	HP	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HP	HS	HS	OFF	HP	HS	HS	HS	HP	HP	OFF	HP	HS	HS	
14	5008414	MEGA AVIA	CLEANER	HP	HS	HS	HP	HP	HP	OFF	HS	HS	HP	HP	HP	HS	OFF	HS	HP	HS	HS	HP	HP	OFF	HP	HP	HS	HP	HP	HP	HP	OFF	HP	HP	HS
15	5009247	KANSUL KAROMI	CLEANER	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HS	HS	HS	HS	OFF	
16	5009207	ACHMAD NAFANI	CLEANER	HS	OFF	HS	HS	HP	HS	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
17	5009246	MALTUF	CLEANER	HP	HP	HP	HP	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	
18	5008851	RONY JANUAR UDAYANTO	CLEANER	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HP	HS	HP	HP	OFF	HP	HP	HP	HS	HS	HS	OFF	HS	
19	5008990	SAHRUL	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	OFF	HS	OFF	HP	HP	HP	HP	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	
20	5009298	MUHAMMAD RAFI REYANO	CLEANER	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HS	HS	
21	5009300	RETNO RESPATININGSIH	CLEANER	HP	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	
22	5009301	MOCH DEDEN FIRMANSYAH	CLEANER	HP	HP	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	
23	5009310	JAYLANI ERDIANSYAH	CLEANER	HP	HP	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	
24	5009311	SUHANDAYANI ALFIATULKUSNAH	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	OFF	HP	HP	HS	HS	HS	HS	HS	HS	HP	OFF	
25	5009302	BILAL WAHYUDI	CLEANER	HP	HP	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HP	HP	
26	5009303	HASYIM	CLEANER	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HP	HS	HS	

[illegible]

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											

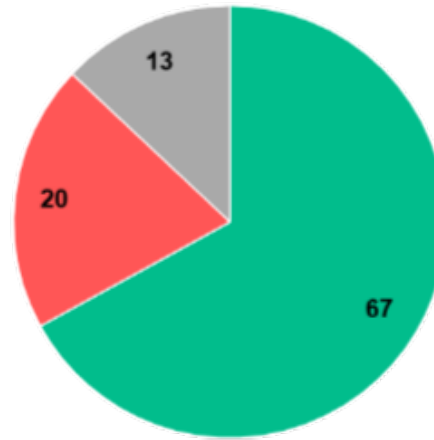
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G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

TOTAL JADWAL : 1075 MP

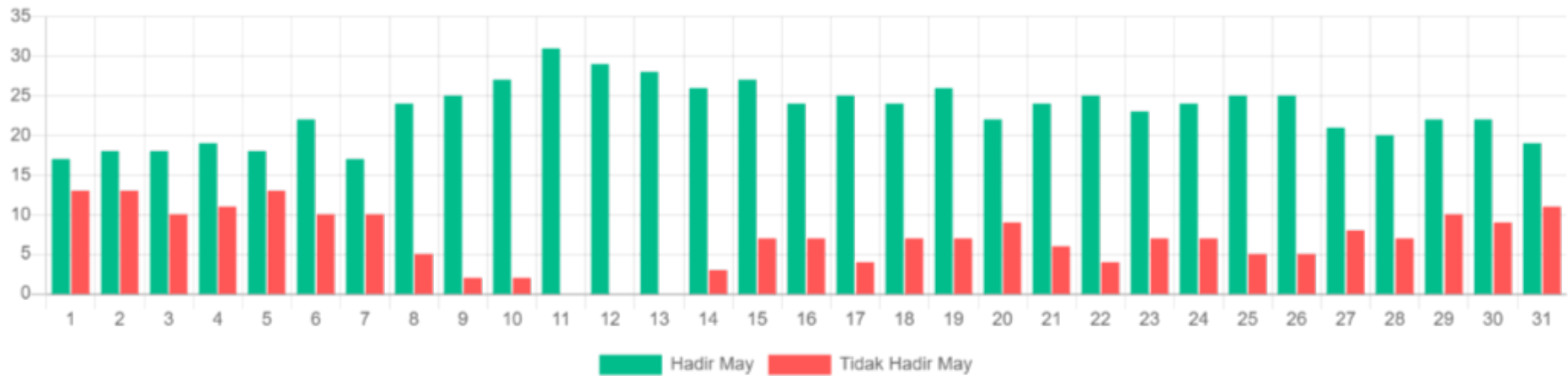
HADIR : 717 MP

OFF : 145 MP

TIDAK HADIR : 212 MP



Monthly : May





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			
							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					
							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
CARPARK																																										
1	PIPA PLUMBING	DUSTING	0	5	0	0					P	A			P	A					P	A							P	A					P	X			5	4		
2	DUSTBIN CARPARK	DUSTING	0	4	0	0							P	A					P	A							P	A					P	A					4	4		
3	SPEDER WAB CARPARK	CEILING	0	4	0	0			P	A			P	A											P	A						P	A							4	4	
4	EXIT MALL A,B	SWEEPING	0	4	0	0					P	A									P	A				P	A				P	A								4	4	
LOADING A DAN B																																										
1	PIPA PLUMBING LOADING A,B	DUSTING	0	5	0	0			P	A					P	A						P	A						P	A							P			5	4	
2	SPEDER WAB LOADING A,B	CEILING	0	4	0	0			P	A			P	A											P	A						P	A							4	4	
3	EXIT MALL A,B	SWEEPING	0	4	0	0							P	A					P	A						P	X					P	A							4	3	
4	SELOKAN, GATTER,RAMP MALL A,B	SWEEPING	0	4	0	0				P	A						P	A					P	A						P	A									4	4	
5	BOX HYDRANT MALL A,B	DUSTING	0	4	0	0							P	A					P	A								P	A						P	A				4	4	
BASEAMANT																																										
1	MUSHOLA KARYAWAN BASEAMANT CARPARK	GENERAL CLEANING	0	4	0	0								P	A					P	A							P	A						P	X				4	3	
2	SELOKAN, GATTER,RAMP BASEAMANT	SWEEPING	0	4	0	0				P	A						P	A					P	A						P	A									4	4	
3	BOX HYDRANT BASEAMANT	DUSTING	0	4	0	0								P	A					P	A							P	A						P	A				4	4	
4	TOILET KARYAWAN BASEAMANT CARPARK	GLASS CLEANING	0	5	0	0			P	A					P	A						P	A							P	A						P			5	4	
LG																																										
1	KACA TENANT LANTAI LG	GLASS CLEANING	0	5	0	0			P	A					P	A						P	A						P	A						P	X				5	4
2	RUANG TUNGGU IMIGRASI LANTAI LG	SWEEPING	0	5	0	0				P	A				P	A						P	A						P	A						P	X				5	4
3	PINTU KACA ENTRANCE LG	GLASS CLEANING	0	5	0	0			P	A					P	A						P	X							P	A						P			5	3	
GF																																										
1	KACA TENANT LANTAI GF	GLASS CLEANING	0	5	0	0			P	A					P	A						P	X							P	A						P			5	3	
2	SELOKAN, GATTER,RAMP MALL A,B	SWEEPING	0	4	0	0							P	A					P	A						P	A						P	A						4	4	
3	SELASAR GROUND	WASHING	0	5	0	0					P	A				P	A					P	A						P	A						P	X				5	4
4	SANGKAR LIFT PANORAMIC	GENERAL CLEANING	0	0	2	0																										P	A	P	A					2	2	
5	DERECTIRY BOARD,STANDING BANNER GROUND	DUSTING	0	3	0	0								P	A							P	A						P	A										3	3	
6	SIGNED GANTUNG BIDANG MIRING LANTI GROUND	DUSTING	0	0	2	0																P	A											P	X					2	1	
7	TRAP ESCALATOR ALL LEVEL GROUND	SHINING	0	4	0	0							P	A					P	A						P	A						P	A						4	4	

8	ASSESORIES(BOX HYDRANT,APAR,SAKLAR LANTAI GROUND	DUSTING	0	4	0	0							P	A					P	A						P	A							4	4	
9	PILAR STAINLIST/ACP GROUND	SHINING	0	4	0	0				P	A					P	A				P	A					P	A							4	4
10	BODY STAINLIST ESCALATOR ALL LEVEL GROUND	SHINING	0	3	0	0						P	A							P	A							P	A						3	3
11	STANDING ASTREY INDOOR,OUTDOOR LANTAI GROUND	DUSTING	0	4	0	0		P	A			P	A							P	A							P	A						4	4
12	DINDING MARMER GROUND	DUSTING	0	4	0	0					P	A				P	A				P	A					P	A							4	4
13	RESTROOM BODY CLOSET,URINAL,CLOSET MALL A,B	GENERAL CLEANING	0	4	0	0			P	A						P					P	A					P	A							4	3
14	KACA CERCERMIN/KACA ENTRANCE MALL A,B	GLASS CLEANING	0	4	0	0		P	A		P	A									P	A						P	A						4	4
15	CUBICAL RESROOM MALL A,B	DUSTING	0	3	0	0							P	A				P	A						P	A								3	3	
16	SPEDER WAB MALL A,B	CEILING	0	4	0	0		P	A			P	A							P	A							P	A						4	4
17	HAND RAILING,KACA,BADUKAN MALL A,B	DUSTING	0	5	0	0		P	A				P	A				P	A						P	A					P			5	4	
UG																																				
1	KACA TENANT LANTAI UG	GLASS CLEANING	0	3	0	0							P	A							P	A								P	X			3	2	
2	HAND RAILING,KACA,BADUKAN LANTAI UG	DUSTING	0	5	0	0		P	A				P	A				P	A					P	A							P		5	4	
3	DERECTIRY BOARD,STANDING BANNER LANTAI UG	DUSTING	0	3	0	0							P	A				P	A					P	A									3	3	
4	SIGNED GANTUNG BIDANG MIRING LANTAI UG	DUSTING	0	0	2	0									P	A													P	X				2	1	
5	TRAP ESCALATOR ALL LEVEL UG	BRUSHING	0	4	0	0					P	A					P	A				P	A						P	A					4	4
6	ASSESORIES(BOX HYDRANT,APAR,SAKLAR LANTAI UG	DUSTING	0	4	0	0						P	A					P	A					P	A					P	A				4	4
7	PILAR STAINLESS/ACP LANTAI UG	DUSTING	0	4	0	0				P	A					P	A					P	A					P	A						4	4
8	BODY STAINLIST ESCALATOR ALL LEVEL UG	SHINING	0	0	2	0					P	A										P	X											2	1	
9	STANDING ASTREY INDOOR LANTAI UG	DUSTING	0	4	0	0		P	A			P	A							P	A							P	A						4	4
10	DINDING MARMER LANTAI UG	DUSTING	0	4	0	0					P	A					P	A					P	A				P	A						4	4

[illegible]

5	ASSESORIES(BOX HYDRANT,APAR,SAKLAR) LANTAI 2	DUSTING	0	5	0	0							P	A				P			P	A			P	A										5	4
6	BODY STAINLIST ESCALATOR	SHINING	0	5	0	0							P	A				P			P	A			P	A							P	A		5	4
7	STANDING ASTREY INDOOR LANTAI 2	DUSTING	0	4	0	0							P	A				P					P	A								P	X		4	2	
8	DINDING MARMER LANTAI 2	DUSTING	0	4	0	0							P	A				P					P	A								P	A		4	3	
9	RESTROOM BODY CLOSET,URINAL,CLOSET LANTAI 2	GENERAL CLEANING	0	4	0	0						P	A				P					P	A					P	A						4	3	
10	KACA CERCERMIN RESTROOM LANTAI 2 B	GLASS CLEANING	0	4	0	0		P	A			P	A									P	A					P	A						4	4	
11	CUBICAL RESROOM LANTAI 2 B	DUSTING	0	3	0	0						P	A					P							P	A									3	2	
12	MASJID LANTAI 2	GENERAL CLEANING	0	5	0	0		P	A				P	A						P	X					P	A					P			5	3	
LANTAI 3																																					
1	HAND RAILING,KACA,BADUKAN LANTAI 3	DUSTING	0	2	0	0						P	A														P	A							2	2	
2	TRAP ESCALATOR LANTAI 3	BRUSHING	0	4	0	0						P	A				P						P	A							P	X		4	2		
3	STANDING ASTREY INDOOR LANTAI 3	DUSTING	0	4	0	0		P	A			P	A									P	A					P	A						4	4	
4	DINDING MARMER LANTAI 3	DUSTING	0	4	0	0						P	A				P						P	A				P	A						4	3	
LANTAI 6,7																																					
1	TOILET MANAGEMENT OFFICE	GENERAL CLEANING	0	4	0	0						P	A					P						P	A					P	A				4	3	
2	GUTTER TALANG AIR ROOPTOP LANTAI 7	SWEEPING	0	7	0	0		P	A			P	A			P	A			P				P	A				P	A					7	6	
Total Rencana :			0	22	5	6	23	8	8	22	6	3	13	8	5	6	16	10	3	7	24	8	7	12	9	7	12	12	7	1	20	7	2				
Total Realisasi :			0	22	5	6	23	8	8	22	6	3	9	0	5	6	15	7	3	7	24	5	7	12	9	7	12	12	7	1	7	0	0	0	299	258	86%
Tidak Terealisasi :			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	0	0	0	0	0	0	0	0	13	0	0				
Warna	Keterangan																																				
P	: Planning																																				
A	: Actual / Terealisasi																																				
X	: Tidak Terealisasi																																				

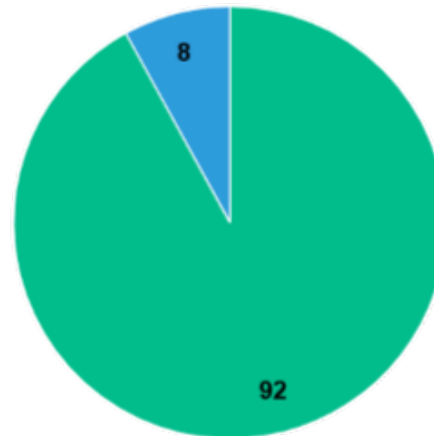
PEKERJAAN : 280

REALISASI : 258

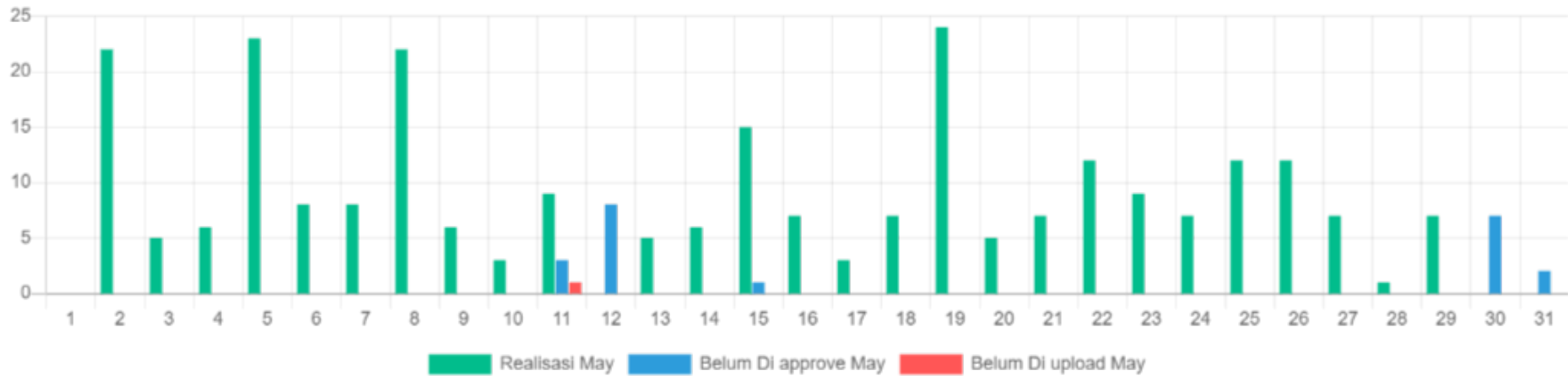
DIALIHKAN : 0

BELUM APPROVE : 21

BELUM UPLOAD : 1



Monthly : May





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
-12	12	0	0	0	0	0.00

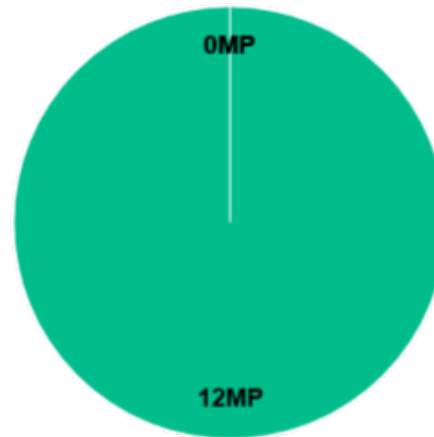
No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
1	5009298	MUHAMMAD RAFI R	CLEANER	MP BARU	-	2024-05-11	-
2	5009299	MUHAMMAD RIZAL	CLEANER	MP BARU	-	2024-05-11	-
3	5009300	RETNO RESPATINI	CLEANER	MP BARU	-	2024-05-11	-
4	5009301	MOCH DEDEDEN FIRM	CLEANER	MP BARU	-	2024-05-11	-
5	5009310	JAYLANI ERDIANS	CLEANER	MP BARU	-	2024-05-11	-
6	5009311	SUHANDAYANI ALF	CLEANER	MP BARU	-	2024-05-11	-
7	5009302	BILAL WAHYUDI	CLEANER	MP BARU	-	2024-05-11	-
8	5009303	HASYIM	CLEANER	MP BARU	-	2024-05-11	-
9	5009304	ELIN NURSITA	CLEANER	MP BARU	-	2024-05-11	-
10	5009305	BHAGASKARA WIRY	CLEANER	MP BARU	-	2024-05-11	-
11	5009306	MOCH RIZJALUL W	CLEANER	MP BARU	-	2024-05-11	-
12	5009307	MOCH ZANUAR NIC	CLEANER	MP BARU	-	2024-05-11	-
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 12 MP

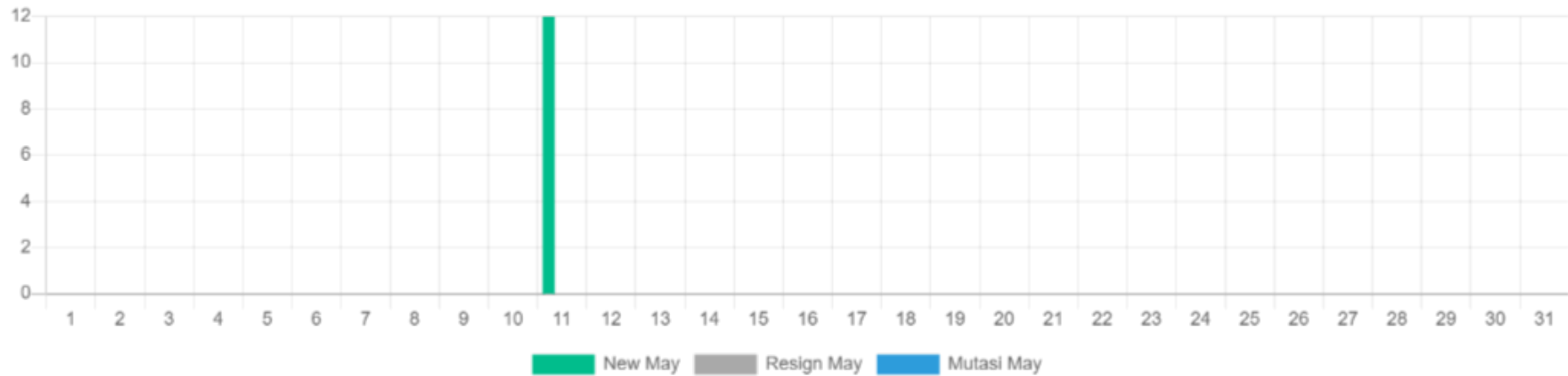
NEW : 12 MP
RESIGN : 0 MP
MUTASI : 0 MP

Pengawas : 0

CSO : 12



Monthly : May





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
----	------------	-------------	------------	------------	--------------	-------------	--------------