

LAPORAN BULANAN CLEANING SERVICE

Proyek :
HERMES PLACE POLONIA



Periode :

MEI 2025

Disusun Oleh :

YOHANA FADILLAH

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 HERMES PLACE POLONIA

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

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PENGAWAS

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LAPORAN REKAP ABSENSI



LAPORAN TABEL PERIODIK

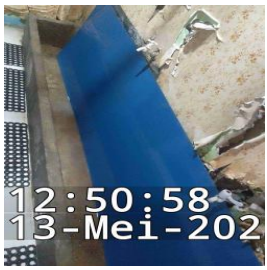


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	08-05-2025	EXTERNAL	SPOTTING	SPOTTING URINAL	 09:39:07 08-Mei-2025	 09:49:54 08-Mei-2025	 11:07:43 08-Mei-2025
2	08-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING LIFT	 13:00:02 08-Mei-2025	 13:00:30 08-Mei-2025	 13:12:04 08-Mei-2025
3	08-05-2025	EXTERNAL	MOPPING	MOPPING TANGGA EXIT	 15:18:43 08-Mei-2025	 15:30:50 08-Mei-2025	 15:43:24 08-Mei-2025
4	08-05-2025	LANATAI 1	ROC	ROC KORIDOR LT 2	 10:20:21 08-Mei-2025	 11:05:43 08-Mei-2025	 13:03:23 08-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA LOBBY	 09:35:27 09-Mei-2025	 12:56:27 09-Mei-2025	 13:26:43 09-Mei-2025
2	09-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA RAILING	 09:35:56 09-Mei-2025	 13:28:19 09-Mei-2025	 13:44:20 09-Mei-2025
3	09-05-2025	EXTERNAL	BRUSHING	BRUSHING SENTA BASEMENT	 15:24:17 09-Mei-2025	 15:35:48 09-Mei-2025	 15:43:57 09-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	12-05-2025	EXTERNAL	ROC	ROC KORIDOR BASEMENT	 12:46:35 12-Mei-2025	 15:14:47 12-Mei-2025	 16:02:10 12-Mei-2025
2	12-05-2025	EXTERNAL	DUSTING	DUSTING PINTU EXIT	 16:00:25 12-Mei-2025	 16:00:52 12-Mei-2025	 16:06:17 12-Mei-2025
3	12-05-2025	EXTERNAL	DUSTING	DUSTING HANDRILL	 12:43:40 12-Mei-2025	 15:39:33 12-Mei-2025	 16:00:05 12-Mei-2025
4	12-05-2025	EXTERNAL	DUSTING	DUSTING KAKI PARTISI	 09:59:48 12-Mei-2025	 10:00:18 12-Mei-2025	 10:20:16 12-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	13-05-2025	EXTERNAL	BRUSHING	BRUSHING TEMPAT WUDHU	 11:57:21 13-Mei-202	 12:18:30 13-Mei-202	 12:50:58 13-Mei-202
2	13-05-2025	EXTERNAL	SPOTTING	SPOTTING TUTUP PULDRAIN	 09:17:05 13-Mei-202	 09:19:15 13-Mei-202	 10:01:18 13-Mei-202
3	13-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING DINDING TOILET	 09:17:35 13-Mei-202	 09:18:31 13-Mei-202	 09:58:35 13-Mei-202

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-05-2025	EXTERNAL	SPOTTING	SPOTTING URINAL	 09:32:14 15-Mei-2025	 09:48:59 15-Mei-2025	 10:32:05 15-Mei-2025
2	15-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING LIFT	 10:58:40 15-Mei-2025	 13:04:18 15-Mei-2025	 13:10:30 15-Mei-2025
3	15-05-2025	EXTERNAL	MOPPING	MOPPING TANGGA EXIT	 15:24:07 15-Mei-2025	 15:36:51 15-Mei-2025	 16:02:47 15-Mei-2025
4	15-05-2025	LANATAI 1	ROC	ROC KORIDOR LT 1	 12:28:20 15-Mei-2025	 12:29:00 15-Mei-2025	 12:44:46 15-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA LOBBY	 09:26:38 16-Mei-2025	 13:05:52 16-Mei-2025	 13:25:33 16-Mei-2025
2	16-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA RAILING	 09:27:20 16-Mei-2025	 13:31:40 16-Mei-2025	 15:25:59 16-Mei-2025
3	16-05-2025	EXTERNAL	BRUSHING	BRUSHING SENTA BASEMENT	 12:38:21 16-Mei-2025	 15:42:06 16-Mei-2025	 16:15:17 16-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-05-2025	EXTERNAL	DUSTING	DUSTING BOX HYDRANT LT 1	 11:55:01 17-Mei-202	 12:51:54 17-Mei-202	 12:53:14 17-Mei-2025
2	17-05-2025	EXTERNAL	SWEEPING	SWEEPING ESKALATOR	 11:46:01 17-Mei-202	 11:48:03 17-Mei-202	 12:48:20 17-Mei-202
3	17-05-2025	EXTERNAL	DUSTING	DUSTING DINDING PARTISI TOILET	 10:12:38 17-Mei-202	 10:12:52 17-Mei-202	 12:56:41 17-Mei-202
4	17-05-2025	LANATAI 1	WASHING	WASHING KORIDOR LT1	 11:54:09 17-Mei-202	 15:29:59 17-Mei-202	 16:25:47 17-Mei-2025

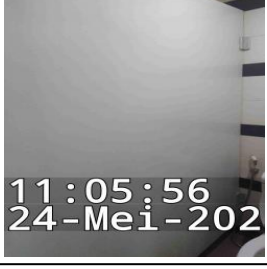
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-05-2025	EXTERNAL	ROC	ROC KORIDOR BASEMENT	 14:18:40 19-Mei-2025	 14:18:54 19-Mei-2025	 15:15:45 19-Mei-2025
2	19-05-2025	EXTERNAL	DUSTING	DUSTING PINTU EXIT	 11:59:23 19-Mei-2025	 13:59:05 19-Mei-2025	 14:13:03 19-Mei-2025
3	19-05-2025	EXTERNAL	DUSTING	DUSTING HANDRILL	 11:59:49 19-Mei-2025	 13:58:35 19-Mei-2025	 14:14:05 19-Mei-2025
4	19-05-2025	EXTERNAL	DUSTING	DUSTING KAKI PARTISI	 09:36:43 19-Mei-2025	 09:57:52 19-Mei-2025	 10:40:50 19-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-05-2025	EXTERNAL	BRUSHING	BRUSHING TEMPAT WUDHU			
2	20-05-2025	EXTERNAL	SPOTTING	SPOTTING TUTUP PULDRAIN			
3	20-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING DINDING TOILET			
4	20-05-2025	EXTERNAL	SPOTTING	SPOTTING WASTAFEL TOILET			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	21-05-2025	EXTERNAL	DUSTING	DUSTING HPL ENTERANCE	 09:17:46 21-Mei-2025	 13:20:51 21-Mei-2025	 15:35:10 21-Mei-2025
2	21-05-2025	EXTERNAL	DUSTING	DUSTING BOX HYDRANT	 09:19:09 21-Mei-2025	 13:23:44 21-Mei-2025	 15:33:55 21-Mei-2025
3	21-05-2025	EXTERNAL	ROC	ROC GROUND	 12:07:29 21-Mei-2025	 12:33:01 21-Mei-2025	 12:46:24 21-Mei-2025
4	21-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING GROUND	 09:16:49 21-Mei-2025	 12:05:54 21-Mei-2025	 12:35:03 21-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	22-05-2025	EXTERNAL	SPOTTING	SPOTTING URINAL	 09:55:34 22-Mei-2025	 09:58:46 22-Mei-2025	 11:28:14 22-Mei-2025
2	22-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING LIFT	 10:44:38 22-Mei-2025	 15:11:10 22-Mei-2025	 17:01:29 22-Mei-2025
3	22-05-2025	EXTERNAL	MOPPING	MOPPING TANGGA EXIT	 15:28:19 22-Mei-2025	 15:46:24 22-Mei-2025	 15:55:30 22-Mei-2025
4	22-05-2025	LANATAI 1	ROC	ROC KORIDOR LT 2	 10:42:20 22-Mei-2025	 11:17:49 22-Mei-2025	 11:21:51 22-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA LOBBY	 13:09:13 23-Mei-2025	 13:11:01 23-Mei-2025	 13:26:21 23-Mei-2025
2	23-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA RAILING	 13:10:11 23-Mei-2025	 13:30:29 23-Mei-2025	 13:40:15 23-Mei-2025
3	23-05-2025	EXTERNAL	BRUSHING	BRUSHING SENTA BASEMENT	 11:46:36 23-Mei-2025	 15:21:06 23-Mei-2025	 15:31:58 23-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-05-2025	EXTERNAL	DUSTING	DUSTING BOX HYDRANT LT 2			
2	24-05-2025	EXTERNAL	SWEEPING	SWEEPING ESKALATOR			
3	24-05-2025	EXTERNAL	DUSTING	DUSTING DINDING PARTISI TOILET			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-05-2025	EXTERNAL	ROC	ROC KORIDOR BASEMENT	 13:50:38 26-Mei-202	 13:51:11 26-Mei-202	 14:59:21 26-Mei-202
2	26-05-2025	EXTERNAL	DUSTING	DUSTING PINTU EXIT	 13:52:02 26-Mei-202	 16:54:47 26-Mei-202	 17:07:23 26-Mei-202
3	26-05-2025	EXTERNAL	DUSTING	DUSTING HANDRILL	 13:30:09 26-Mei-202	 13:30:47 26-Mei-202	 13:44:57 26-Mei-202
4	26-05-2025	EXTERNAL	DUSTING	DUSTING KAKI PARTISI	 10:23:46 26-Mei-202	 10:24:15 26-Mei-202	 12:10:46 26-Mei-202

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-05-2025	EXTERNAL	BRUSHING	BRUSHING TEMPAT WUDHU	 12:22:56 27-Mei-2025	 12:24:20 27-Mei-2025	 12:41:47 27-Mei-2025
2	27-05-2025	EXTERNAL	SPOTTING	SPOTTING TUTUP PULDRAIN	 09:46:45 27-Mei-2025	 09:59:05 27-Mei-2025	 10:33:25 27-Mei-2025
3	27-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING DINDING TOILET	 09:47:57 27-Mei-2025	 09:58:22 27-Mei-2025	 10:33:45 27-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-05-2025	EXTERNAL	DUSTING	DUSTING HPL ENTERANCE	 12:06:43 28-Mei-2025	 15:23:40 28-Mei-2025	 15:37:40 28-Mei-2025
2	28-05-2025	EXTERNAL	DUSTING	DUSTING BOX HYDRANT	 15:20:57 28-Mei-2025	 15:22:32 28-Mei-2025	 16:54:10 28-Mei-2025
3	28-05-2025	EXTERNAL	ROC	ROC GROUND	 12:04:38 28-Mei-2025	 15:39:43 28-Mei-2025	 16:26:52 28-Mei-2025
4	28-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING GROUND	 12:05:49 28-Mei-2025	 13:00:26 28-Mei-2025	 13:18:20 28-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-05-2025	EXTERNAL	SPOTTING	SPOTTING URINAL	 09:46:31 29-Mei-202	 09:52:58 29-Mei-202	 10:21:56 29-Mei-202
2	29-05-2025	EXTERNAL	WALL CLEANING	WALL CLEANING LIFT	 10:43:17 29-Mei-202	 13:37:33 29-Mei-202	 13:45:34 29-Mei-202
3	29-05-2025	EXTERNAL	MOPPING	MOPPING TANGGA EXIT	 15:26:46 29-Mei-202	 15:42:13 29-Mei-202	 16:22:32 29-Mei-202
4	29-05-2025	LANATAI 1	ROC	ROC KORIDOR LT 1	 13:40:24 29-Mei-202	 13:41:18 29-Mei-202	 15:18:53 29-Mei-202

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA LOBBY			
2	30-05-2025	EXTERNAL	GLASS CLEANING	GLASS CLEANING KACA RAILING			
3	30-05-2025	EXTERNAL	BRUSHING	BRUSHING SENTA BASEMENT			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
3	0	1	1	0	3	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
1	4004791	JUANDA NASUTION	CLEANER	MP PINDAHAN	-	2025-05-05	-
MP DIPINDAHKAN							
1	4004928	ABDUR RAHMAN	CLEANER	MP DIPINDAHKAN	-	2025-05-05	-

TOTAL : 1 MP

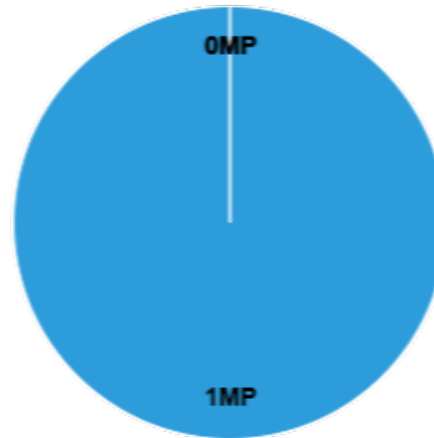
NEW : 0 MP

RESIGN : 0 MP

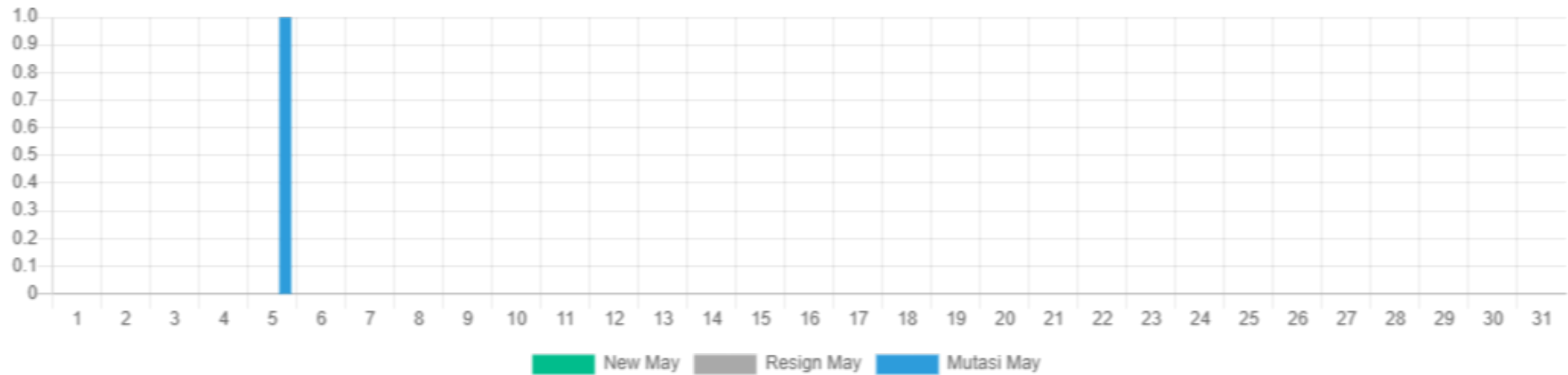
MUTASI : 1 MP

Pengawas : 0

CSO : 1



Monthly : May





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF4/3/VC60/3750	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			-	RUSAK
2	CF4/60/LOSP/3406	LOW SPEED POLISHER	REDWIND			BAIK	-
3	CF4/8/KR50/3408	KABEL ROLL 50 METER	KRISBOW			BAIK	-