

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung D BOTANICA BANDUNG

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 REKAP ABSENSI

LAPORAN TABEL PERIODIK



LAPORAN REKAP ABSENSI

[illegible]

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
9	2003428	CS-SUPERVISOR	H	H	H	H	H	O	H	h	H	H	H	H	O	O	H	O	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	25	0	0	0	6	0	0	0	-
	SUPRIATNA																																									
10	2003431	CS-LEADER	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	H	H	H	H	O	O	H	H	H	H	H	H	O	H	H	H	26	0	0	1	5	0	0	0	-
	REXI NOVICE																																									
11	2003449	CLEANER	h	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	A	O	S	H	H	H	H	H	O	H	H	H	25	0	1	0	4	1	0	0	SUDAH_CLEARENSHEET
	MUHAMAD GANJAR WISNU																																									
12	2003453	CLEANER	O	H	H	H	H	H	H	H	H	H	h	O	H	H	h	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	28	0	0	3	3	0	0	0	-
	ABDAN SYAKURO																							G		G							G									
13	2003457	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	27	0	0	0	4	0	0	0	-
	SITI ATISAH																																									
14	2003460	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	A	A	A	A	A	□	□	□	□	□	□	□	□	□	□	□	12	0	5	0	3	0	0	0	SUDAH_CLEARENSHEET
	KIBRAN MUHAMMAD WAHYUDIN																																									
15	2003461	CLEANER	H	h	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	2	0	0	0	0	0	0	0	SUDAH_CLEARENSHEET	
	INDAH PURNAMASARI																																									
16	2003497	CLEANER	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	27	0	0	0	4	0	0	0	-
	ASRI WULANDARI																																									
17	2003498	CLEANER	H	O	H	H	H	H	H	H	h	A	A	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	25	0	2	1	4	0	0	0	-
	ARIZAL LULOH																																G									

[illegible]

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		
27	2003634	CLEANER	H	H	H	H	H	H	O	H	H	H	h	H	O	H	H	H	H	H	h	h	H	S	H	H	H	H	O	H	H	H	H	27	0	0	0	3	1	0	0	SUDAH_CLEARENSHEET		
	ALDI WARDANI																																											
28	2003635	CLEANER	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	S	H	O	H	H	I	H	H	H	O	H	H	H	25	1	0	1	4	1	0	0	-		
	SISKA AMELIA																															G												
29	2003636	CLEANER	H	H	h	H	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	27	0	0	1	4	0	0	0	-		
	YOSEF ABDUL HOLIK				g																																							
30	2003666	CLEANER	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	O	H	H	H	27	0	0	1	4	0	0	0	-		
	YOGA NUGRAHA																				G																							
31	2003683	CLEANER	H	O	H	H	H	H	H	H	h	H	H	H	H	H	H	O	H	H	I	H	H	H	O	H	H	H	H	H	O	H	H	26	1	0	0	4	0	0	0	-		
	BELLA FISKA																																											
32	2003721	CLEANER	[]	[]	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	H	H	IR	SR	23	0	0	1	4	0	1	1	-	
	SEPTIADI																														G													
33	2003722	CLEANER	[]	[]	H	A	O	A	A	A	A	A	A	O	A	A	A	A	A	A	O	A	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	1	0	14	0	3	0	0	0	SUDAH_CLEARENSHEET		
	YUNI SOLIHAN																																											
34	2003855	CLEANER	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	H	H	H	H	H	H	O	H	H	H	H	H	11	0	0	0	1	0	0	0	-			
	YUNI SALASWATI																																											
35	2003857	CLEANER	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	H	H	O	H	H	H	H	SR	SR	O	SR	SR	6	0	0	0	2	0	4	0	-			
	ZAENAL SETIAWAN																																											
Total :																																		804	3	41	16	130	7	6	1			

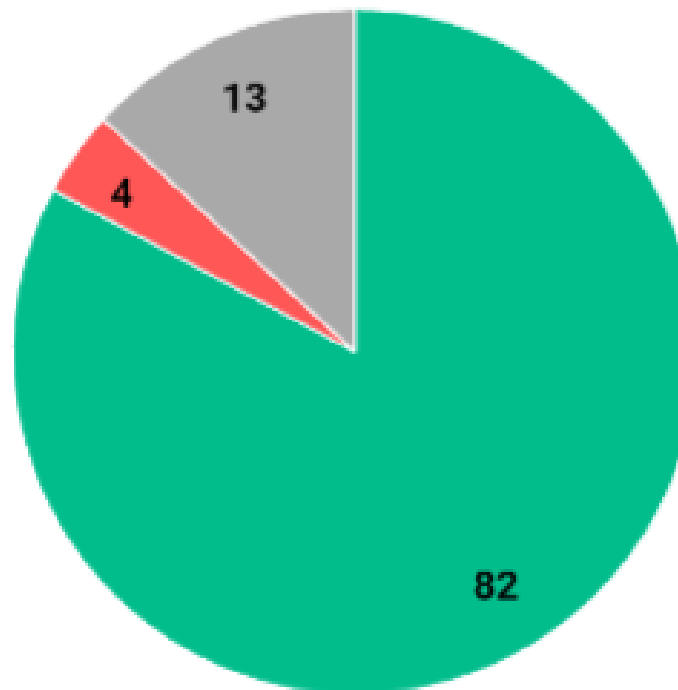
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ADE ANA	UMAR		Nama
	2025-05-16 07:35:00	2025-05-16 09:52:33	Tgl	Tgl

TOTAL JADWAL : 991 MP

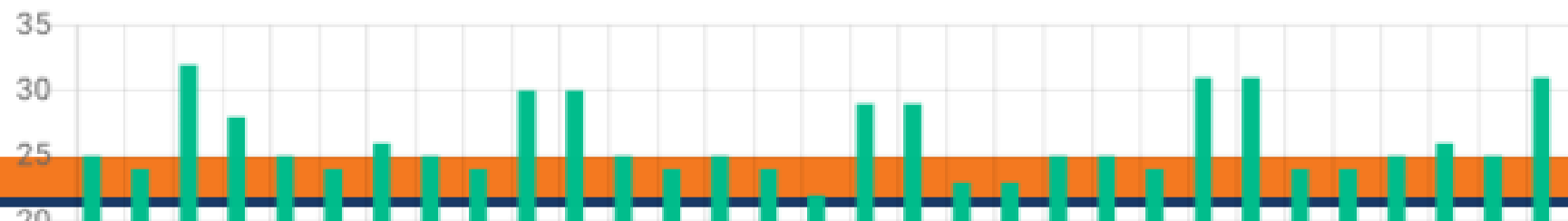
HADIR : 808 MP

OFF : 130 MP

TIDAK HADIR : 41 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		
							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				
							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 1																																									
1	KACA-KACA	GLASS CLEANING	0	3	0	0		P	A			P			P																							3	1		
2	PLAPOND	R.O.C	0	2	0	0								P	A		P	A																					2	2	
3	LANTAI KERAMIK FC	WASHING	0	2	0	0									P	A			P	A																			2	2	
4	TREATMENT ATRIFICIAL	GENERAL CLEANING	0	2	0	0	P	A									P	A																					2	2	
5	SIGNATE AREA	DUSTING	0	2	0	0																									P	A	P	A					2	2	
6	TOILET CLEANING	GENERAL CLEANING	0	3	0	0				P	A									P	A													P	A				3	3	
7	KARPET SINTESIS	VACUMING	0	3	0	0		P	X															P	A										P	A			3	2	
8	BOTH TENAN	DUSTING	0	2	0	0																				P	A		P	A										2	2
GF																																									
1	KACA-KACA	GLASS CLEANING	0	3	0	0	P	A						P	A						P	A																	3	3	
2	PLAPOND	R.O.C	0	3	0	0											P	A						P	A					P	A								3	3	
3	TOILET CLEANING	GENERAL CLEANING	0	3	0	0						P	A						P	A									P	A									3	3	
4	KARPET SINTESIS	VACUMING	0	2	0	0										P	A							P	A														2	2	
LGF																																									
1	KACA-KACA	GLASS CLEANING	0	2	0	0					P		P																										2	0	
2	PLAPOND	R.O.C	0	2	0	0											P	A				P	A																2	2	
3	TEMPAT SAMPAH	WASHING	0	2	0	0																		P	A						P	A							2	2	
4	KACA ATAS LOBY MONSTERA	GLASS CLEANING	0	0	2	0																						P	A							P	A	2	2		
5	PARKIRAN	BRUSHING	0	1	0	0				P	X																												1	0	
6	TOILET CLEANING	GENERAL CLEANING	0	2	0	0		P	A										P	A																			2	2	
SB																																									
1	LANTAI KERAMIK	BRUSHING	0	2	0	0																		P	A										P	A			2	2	
2	KACA-KACA	GLASS CLEANING	0	2	0	0						P	A																P	A									2	2	
3	PLAPOND	R.O.C	0	2	0	0																					P	A		P	A								2	2	
4	KANTOR OPS	GENERAL CLEANING	0	2	0	0											P															P	A						2	1	

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Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi
X	: Tidak Terealisasi

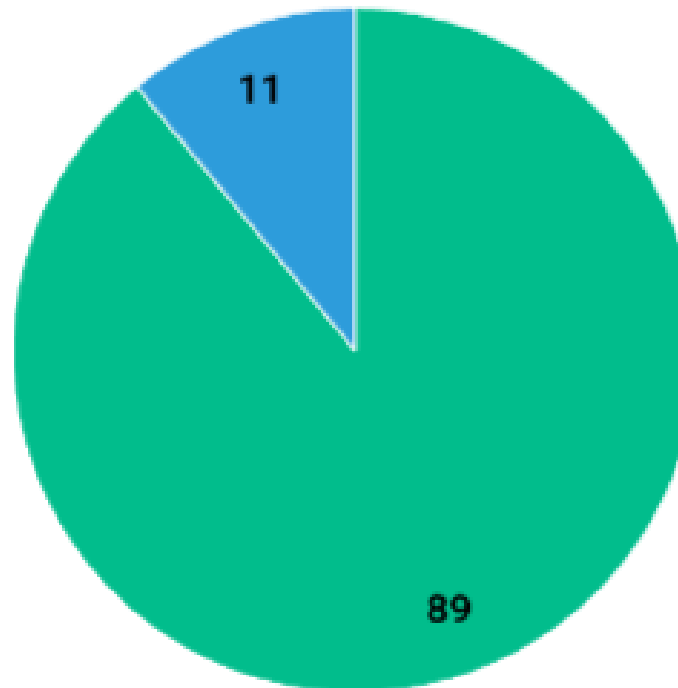
PEKERJAAN : 72

REALISASI : 64

DIALIHKAN : 0

BELUM APPROVE : 8

BELUM UPLOAD : 0



Monthly : May

