

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PASAR MODERN GRAND WISATA



Periode :

MEI 2025

Disusun Oleh :

NURHASAN

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 PASAR MODERN GRAND WISATA

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.

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LAPORAN TURNOVER

LAPORAN MESIN



LAPORAN JADWAL

OPERATOR

[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	
1	1033369	CS-SUPERVISOR	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	H	27	0	0	0	4	0	0	0	-	
	NURHASAN																																										
2	1033371	CLEANER	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	I	H	H	H	H	26	1	0	1	4	0	0	0	-	
	HARIMUDIN				G																																						
3	1033372	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	H	27	0	0	0	4	0	0	0	-	
	SUMIATI																																										
4	1033373	CLEANER	I	O	I	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	H	O	H	24	2	0	1	5	0	0	0	-
	DIDI MULYADI						G																																				
5	1033374	CLEANER	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	H	H	H	H	27	0	0	1	4	0	0	0	-	
	IRFAN FAJAR PRATOMO				G																																						
6	1033375	CLEANER	H	H	I	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	26	1	0	0	4	0	0	0	-	
	YANTI																																										
7	1033376	CLEANER	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	H	O	H	H	26	0	0	0	5	0	0	0	-
	SARIPUDIN																																										
8	1033377	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	H	O	H	26	0	0	2	5	0	0	0	-
	ASEP SUPRIADI		G					G																																			
9	1033379	CLEANER	H	H	H	H	H	O	H																										6	0	0	2	1	0	0	0	-
	RESKY DARISMAN				G	G																																					
10	1033381	CLEANER	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	H	H	26	0	0	3	5	0	0	0	-	

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		
	SYAMSUL PALELA																																											
11	1033382	CLEANER	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	H	H	H	H	27	0	0	0	4	0	0	0	-	
	RAHMAN NURHAKIM																																											
12	1033383	CLEANER	H	H	I	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	H	26	1	0	0	4	0	0	0	-		
	SURYANTO																																											
13	1035315	CLEANER	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	I	H	H	H	H	O	H	H	I	H	H	H	O	24	2	0	0	5	0	0	0	-		
	RENDI ADHANI SAPUTRA																																											
14	1035448	CS-LEADER	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	H	h	26	0	0	0	5	0	0	0	-		
	TRIAANTONO ALIB																																											
15	1036138	CLEANER																																										
	IWAN																																											
16	2003837	CLEANER																																										
	DIAN																																											
Total :																																												

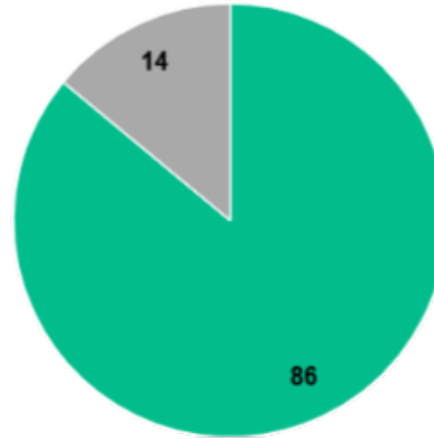
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	SARIPUDIN	SUKARNO		Nama
	2025-05-15 22:03:07	2025-05-17 09:21:52	Tgl	Tgl

TOTAL JADWAL : 463 MP

HADIR : 396 MP

OFF : 66 MP

TIDAK HADIR : 1 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	A	P	A
lapak																																												
1	BRUSING LAPAK ZONA A	BRUSING	0	5	0	0		P	A						P	A						P	A						P	A						P	A	5	5					
2	BRUSING LAPAK ZONA B	BRUSING	0	5	0	0			P	A						P	A					P	A							P	A						P	A	5	5				
3	BRUSING LAPAK ZONA C	BRUSING	0	5	0	0				P	A						P	A					P	A							P	A	P	A				5	5					
4	BRUSING LAPAK ZONA D	BRUSING	0	5	0	0					P	A						P	A						P	A	P	A				P	A					5	5					
5	SPOTING DINDING	SPOTING	0	8	0	0						P	A			P	A			P	A					P	A						P	A			P	A	8	8				
kios																																												
1	SPOTING ROLLING DOR PK 1	SPOTING	0	8	0	0		P	A						P	A						P	A	P	A					P	A	P	A					P	A	P	A	8	8	
2	SPOTING ROLLING DOR PK 2	SPOTING	0	4	0	0			P	A						P	A						P	A							P	A								4	4			
3	SPOTING ROLLING DOR PK 3	SPOTING	0	4	0	0				P	A						P	A					P	A								P	A							4	4			
4	SPOTING ROLLING DOR PK 5	SPOTING	0	4	0	0					P	A						P	A					P	A								P	A						4	4			
5	SPOTING ROLLING DOR PK 6	SPOTING	0	4	0	0						P	A						P	A						P	A							P						4	3			
6	SPOTING ROLLING DOR PK 3	BRUSING	0	4	0	0										P	A						P	A						P	A							P	A	4	4			
toilet wanita																																												
1	GALSS CLEANING	GALSS CLEANING	0	3	0	0											P	A						P	A						P	A								3	3			
Total Rencana :							0	2	2	2	2	2	0	0	3	3	3	2	2	0	0	3	4	3	2	3	0	0	3	4	3	3	3	0	0	3	3	0	0	59	58	98%		
Total Realisasi :							0	2	2	2	2	2	0	0	3	3	3	2	2	0	0	3	4	3	2	3	0	0	3	4	3	3	2	0	0	3	3	0	0	59	58	98%		
Tidak Terealisasi :							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	0	0	0	0	0	0	0	0
Warna	Keterangan																																											
P	: Planning																																											
A	: Actual / Terealisasi																																											
X	: Tidak Terealisasi																																											

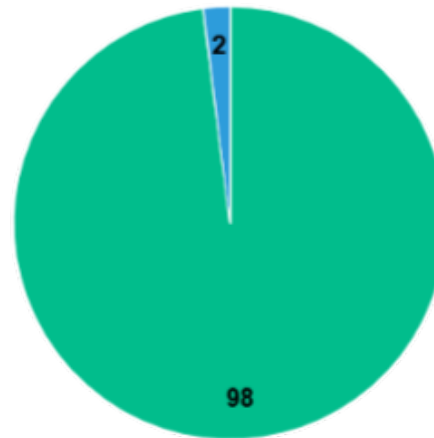
PEKERJAAN : 60

REALISASI : 59

DIALIHKAN : 0

BELUM APPROVE : 1

BELUM UPLOAD : 0



Monthly : May





LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA A			
2	02-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA B			
2	03-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 2			

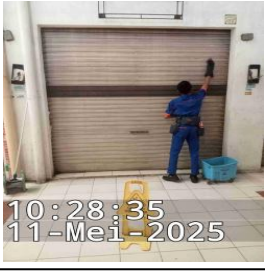
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA C	 13:14:54 04-Mei-2025	 13:26:45 04-Mei-2025	 13:35:16 04-Mei-2025
2	04-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 3	 14:44:27 04-Mei-2025	 17:18:17 04-Mei-2025	 17:18:49 04-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA D	 15:59:01 05-Mei-2025	 15:59:49 05-Mei-2025	 17:28:44 05-Mei-2025
2	05-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 5	 16:06:36 05-Mei-2025	 16:08:00 05-Mei-2025	 17:29:27 05-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-05-2025	ALL AREA2	SPOTING	SPOTING DINDING	 16:33:03 06-Mei-2025	 16:34:23 06-Mei-2025	 16:42:21 06-Mei-2025
2	06-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 6	 16:37:34 06-Mei-2025	 16:39:19 06-Mei-2025	 16:54:44 06-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA A			
2	09-05-2025	ALL AREA2	SPOTING	SPOTING DINDING			
3	09-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA B	 14:03:15 10-Mei-2025	 14:02:48 10-Mei-2025	 14:11:14 10-Mei-2025
2	10-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 2	 08:24:34 10-Mei-2025	 10:20:04 10-Mei-2025	 11:47:46 10-Mei-2025
3	10-05-2025	ALL AREA2	BRUSING	SPOTING ROLLING DOR PK 3	 08:25:03 10-Mei-2025	 10:20:43 10-Mei-2025	 11:48:16 10-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA C	 13:22:16 11-Mei-2025	 13:30:49 11-Mei-2025	 13:43:23 11-Mei-2025
2	11-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 3	 10:22:20 11-Mei-2025	 10:28:35 11-Mei-2025	 10:32:09 11-Mei-2025
3	11-05-2025	ALL AREA2	GALSS CLEANING	GALSS CLEANING	 09:55:08 11-Mei-2025	 09:55:31 11-Mei-2025	 10:09:19 11-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	12-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA D			
2	12-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 5			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA A			
2	16-05-2025	ALL AREA2	SPOTING	SPOTING DINDING			
3	16-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA B			
2	17-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			
3	17-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 2			
4	17-05-2025	ALL AREA2	BRUSING	SPOTING ROLLING DOR PK 3			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA C	 10:26:27 18-Mei-2025	 13:26:23 18-Mei-2025	 16:02:20 18-Mei-2025
2	18-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 3	 16:31:45 18-Mei-2025	 16:33:00 18-Mei-2025	 17:15:49 18-Mei-2025
3	18-05-2025	ALL AREA2	GALSS CLEANING	GALSS CLEANING	 06:07:07 18-Mei-2025	 06:07:59 18-Mei-2025	 06:20:41 18-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA D			
2	19-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 5			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA A	 10:51:31 23-Mei-2025	 10:56:36 23-Mei-2025	 11:05:25 23-Mei-2025
2	23-05-2025	ALL AREA2	SPOTING	SPOTING DINDING	 10:34:46 23-Mei-2025	 10:36:08 23-Mei-2025	 10:42:14 23-Mei-2025
3	23-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1	 09:29:16 23-Mei-2025	 09:29:42 23-Mei-2025	 10:37:59 23-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA B			
2	24-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			
3	24-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 2			
4	24-05-2025	ALL AREA2	BRUSING	SPOTING ROLLING DOR PK 3			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA C	 13:36:11 25-Mei-2025	 13:37:15 25-Mei-2025	 14:43:02 25-Mei-2025
2	25-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 3	 10:14:02 25-Mei-2025	 10:14:21 25-Mei-2025	 14:49:24 25-Mei-2025
3	25-05-2025	ALL AREA2	GALSS CLEANING	GALSS CLEANING	 06:16:11 25-Mei-2025	 06:22:00 25-Mei-2025	 11:55:33 25-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA C	 11:56:24 26-Mei-2025	 12:07:14 26-Mei-2025	 12:24:59 26-Mei-2025
2	26-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA D	 11:56:46 26-Mei-2025	 12:19:22 26-Mei-2025	 12:29:37 26-Mei-2025
3	26-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 5	 10:12:42 26-Mei-2025	 10:41:20 26-Mei-2025	 17:18:29 26-Mei-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA A			
2	30-05-2025	ALL AREA2	SPOTING	SPOTING DINDING			
3	30-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	31-05-2025	ALL AREA2	BRUSING	BRUSING LAPAK ZONA B	 13:51:13 31-Mei-202	 13:58:39 31-Mei-202	 14:15:48 31-Mei-202
2	31-05-2025	ALL AREA2	SPOTING	SPOTING ROLLING DOR PK 1	 14:03:01 31-Mei-202	 14:56:04 31-Mei-202	 15:20:54 31-Mei-202
3	31-05-2025	ALL AREA2	BRUSING	SPOTING ROLLING DOR PK 3	 14:03:26 31-Mei-202	 14:55:30 31-Mei-202	 15:20:14 31-Mei-202



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
13	1	1	1	1	13	7.69

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	1037514	ACHMAD NUR RIZK	CLEANER	DIPULANGKAN KE HO	2025-05-03	-	-
MP BARU							
1	2003837	DIAN	CLEANER	MP BARU	-	2025-05-06	-
MP PINDAHAN							
1	1036138	IWAN	CLEANER	MP PINDAHAN	-	2025-05-08	-
MP DIPINDAHKAN							
1	1033379	RESKY DARISMAN	CLEANER	MP DIPINDAHKAN	-	2025-05-08	-

TOTAL : 3 MP

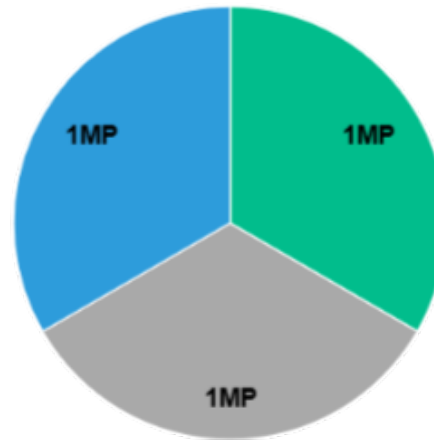
NEW : 1 MP

RESIGN : 1 MP

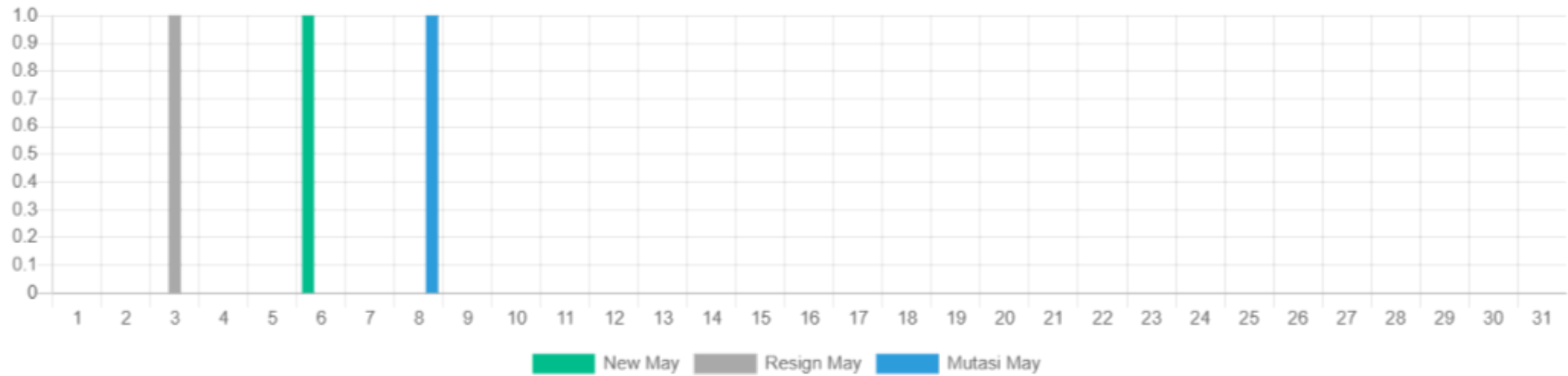
MUTASI : 1 MP

Pengawas : 0

CSO : 3



Monthly : May





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF7/21/LOSP/1971	LOW SPEED POLISHER	GOLDIE			BAIK	-
2	CF7/35/KR50/1972	KABEL ROLL 50 METER	KAISER			BAIK	-
3	CF7/3/VC20/1973	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
4	CF7/3/VC20/1974	DRY VACUUM CLEANER 20 LITER	INNOTECH			BAIK	-
5	CF7/21/HISP/1975	HIGH SPEED POLISHER	GOLDIE			BAIK	-
6	CF7/34/HPRE/1976	HIGH PRESSURE	LAVOR			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF7/21/LOSP/2556	LOW SPEED POLISHER	GOLDIE			BAIK	-