

LAPORAN BULANAN CLEANING SERVICE

Proyek :
BUDI LUHUR (SMA)



Periode :

JUNI 2025

Disusun Oleh :

NURHAYADI

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 BUDI LUHUR (SMA)

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

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LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

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	H	I	A	G	O	S	SR	IR	Keterangan
1	1025469	CLEANER	O	H	H	H	H	O	O	O	H	H	SR	h	SR	O	O	H	H	H	H	A	A	O	A	H	H	A	O	H	O	H	15	0	4	0	9	0	2	0	-
	YOLA SAFITRI																																								
2	1038748	CLEANER	O	H	H	H	H	O	H	O	H	H	H	H	H	H	O	H	H	H	H	A	A	O	A	H	H	A	O	O	O	H	18	0	4	0	8	0	0	0	-
	ERLANGGA																																								
3	1039591	CLEANER	O	H	H	H	H	O	H	O	H	H	H	H	H	H	O	H	H	H	H	A	O	O	A	H	H	A	O	O	O	H	18	0	3	0	9	0	0	0	-
	M RIHMAYADI APRIYATA																																								
4	13000590	CS-LEADER	O	H	H	H	H	O	O	O	H	H	H	H	H	O	O	H	H	H	H	A	O	O	A	H	H	A	O	H	O	H	17	0	3	0	10	0	0	0	-
	NURHAYADI																																								
Total :																																	68	0	14	0	36	0	2	0	

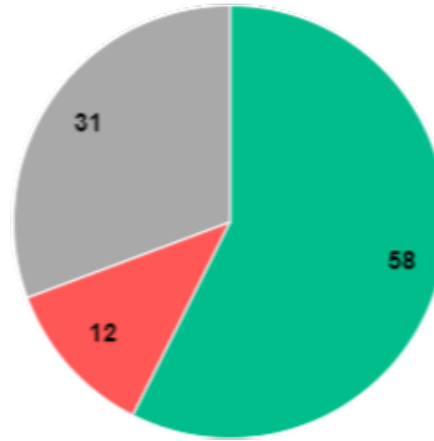
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ARIFIN HIDAYAT	SUSAN		Nama
	2025-06-16 18:31:43	2025-06-18 23:36:19	Tgl	Tgl

TOTAL JADWAL : 118 MP

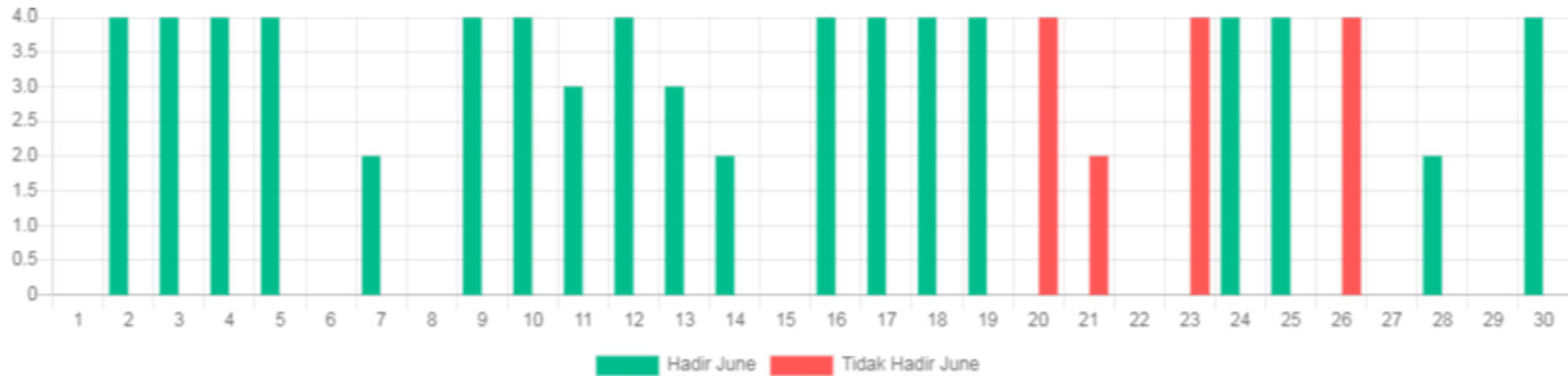
HADIR : 68 MP

OFF : 36 MP

TIDAK HADIR : 14 MP



Monthly : June





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	JML	Ket							
							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	MG	SN									
							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	
Lantai 1																																													
1	DUSTING LIST KACA - KACA	DUSTING	0	5	0	0		P	A						P	A							P	A						P	X						P	A	5	4					
2	GLASS CLEANING KACA LAB FISIKA	GLASS CLEANING	0	5	0	0		P	A						P	A							P	A						P	X							P	A	5	4				
3	GENERAL CLEANING LAB FISIKA	GENERAL CLEANING	0	4	0	0			P	A						P	A						P	A							P	A								4	4				
4	LOBBY SEKOLAH	GLASS CLEANING	0	4	0	0				P	A						P	A						P	A							P	A							4	4				
5	LAB BIOLOGI	GENERAL CLEANING	0	4	0	0				P	A						P	A						P	A							P	A							4	4				
6	RUANG MEETING	GLASS CLEANING	0	4	0	0				P	A						P	A						P	A							P	A							4	4				
7	PERPUSTAKAAN	GLASS CLEANING	0	4	0	0					P	A						P	A						P	A						P	X							4	3				
Lantai 2																																													
1	DUSTING DUG DINDING KORIDOR	DUSTING	0	5	0	0		P	A						P	A							P	A						P	X							P	A	5	4				
2	SPOTING DINDING	SPOTTING	0	4	0	0			P	A						P	A							P	A						P	A									4	4			
3	RUANG SERVER	GENERAL CLEANING	0	2	0	0												P	A						P	A														2	2				
4	TOILET SISWA	GENERAL CLEANING	0	2	0	0												P	A						P	X														2	1				
5	LAB KOMPUTER	GENERAL CLEANING	0	2	0	0												P	A						P	A														2	2				
Lantai 3																																													
1	WASHING TEMPAT SAMPAH	WASHING	0	4	0	0			P	A						P	A							P	A						P	A									4	4			
2	SPOTTING SUDUT-SUDUT KORIDOR	SPOTTING	0	4	0	0					P	A						P	A						P	A						P	X								4	3			
3	RUANG AGAMA NONIS	GLASS CLEANING	0	4	0	0					P	A							P	A					P	A							P	X							4	3			
Total Rencana :							0	3	3	3	3	0	0	0	3	3	3	3	3	0	0	3	3	3	3	3	0	0	3	3	3	3	0	0	0	0	3	3	57	50	88%				
Total Realisasi :							0	3	3	3	3	0	0	0	3	3	3	3	3	0	0	3	3	3	3	3	2	0	0	0	0	3	3	3	0	0	0	0	3	3	57	50	88%		
Tidak Terealisasi :							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0
Warna	Keterangan																																												
P	: Planning																																												
A	: Actual / Terealisasi																																												

Warna	Keterangan
X	: Tidak Terealisasi

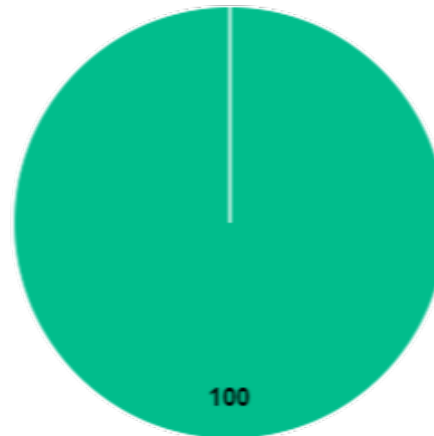
PEKERJAAN : 50

REALISASI : 50

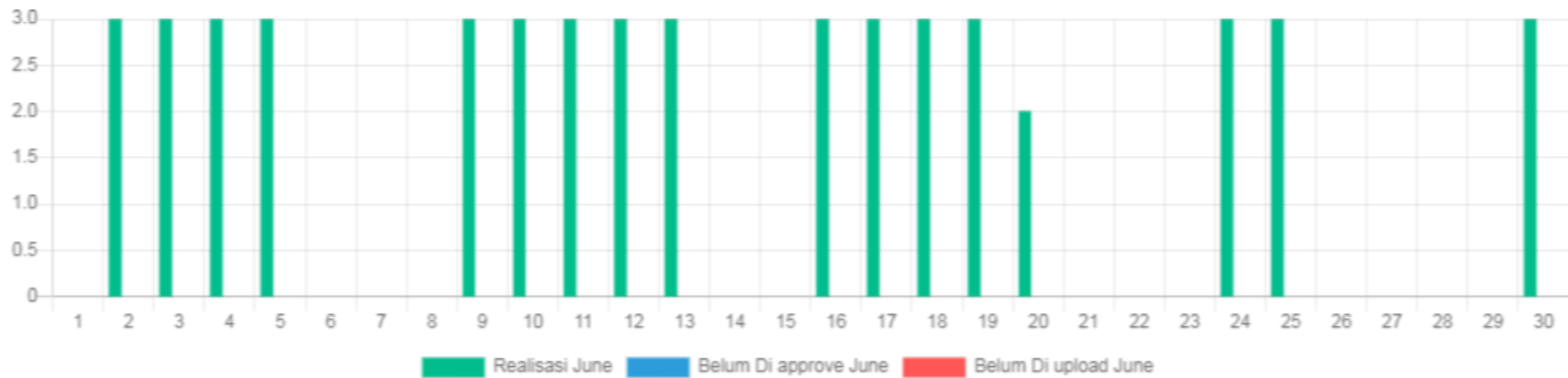
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BELUM APPROVE : 0

BELUM UPLOAD : 0

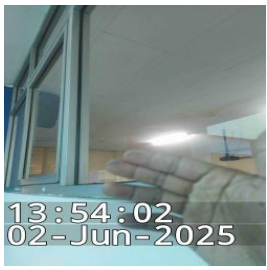
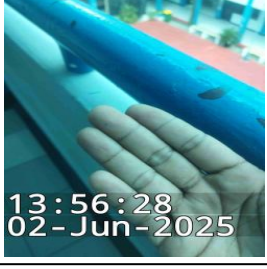


Monthly : June

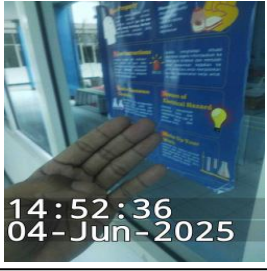




LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING LIST KACA - KACA	 13:54:02 02-Jun-2025	 13:55:28 02-Jun-2025	 13:55:46 02-Jun-2025
2	02-06-2025	SMA BUDI LUHUR	GLASS CLEANING	GLASS CLEANING KACA LAB FISIKA	 14:51:16 02-Jun-2025	 14:52:00 02-Jun-2025	 14:52:17 02-Jun-2025
3	02-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING DUG DINDING KORIDOR	 13:56:03 02-Jun-2025	 13:56:15 02-Jun-2025	 13:56:28 02-Jun-2025

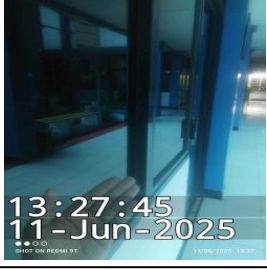
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING DINDING	 10:19:40 03-Jun-2025	 10:20:15 03-Jun-2025	 10:20:29 03-Jun-2025
2	03-06-2025	SMA BUDI LUHUR	WASHING	WASHING TEMPAT SAMPAH	 10:21:10 03-Jun-2025	 10:21:31 03-Jun-2025	 10:21:45 03-Jun-2025
3	03-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	GENERAL CLEANING LAB FISIKA	 10:17:59 03-Jun-2025	 10:18:17 03-Jun-2025	 10:19:00 03-Jun-2025

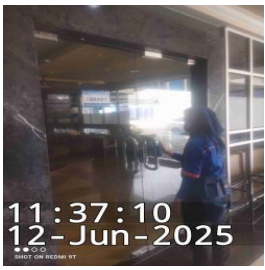
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-06-2025	SMA BUDI LUHUR	GLASS CLEANING	LOBBY SEKOLAH	 14:50:21 04-Jun-2025	 14:50:35 04-Jun-2025	 14:50:50 04-Jun-2025
2	04-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB BIOLOGI	 14:51:50 04-Jun-2025	 14:52:25 04-Jun-2025	 14:52:36 04-Jun-2025
3	04-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG MEETING	 14:49:28 04-Jun-2025	 14:49:42 04-Jun-2025	 14:49:56 04-Jun-2025

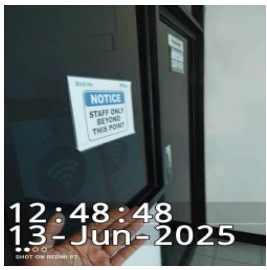
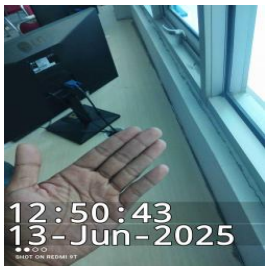
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-06-2025	SMA BUDI LUHUR	GLASS CLEANING	PERPUSTAKAAN	 14:44:22 05-Jun-2025	 14:44:34 05-Jun-2025	 14:44:52 05-Jun-2025
2	05-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING SUDUT-SUDUT KORIDOR	 09:39:56 05-Jun-2025	 09:40:07 05-Jun-2025	 09:40:21 05-Jun-2025
3	05-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG AGAMA NONIS	 09:39:04 05-Jun-2025	 09:39:21 05-Jun-2025	 09:39:36 05-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING LIST KACA - KACA	 14:50:12 09-Jun-2025	 14:50:25 09-Jun-2025	 14:50:36 09-Jun-2025
2	09-06-2025	SMA BUDI LUHUR	GLASS CLEANING	GLASS CLEANING KACA LAB FISIKA	 14:50:59 09-Jun-2025	 14:51:11 09-Jun-2025	 14:51:21 09-Jun-2025
3	09-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING DUG DINDING KORIDOR	 14:51:39 09-Jun-2025	 14:51:52 09-Jun-2025	 14:52:03 09-Jun-2025

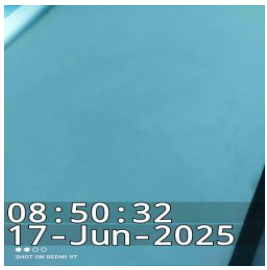
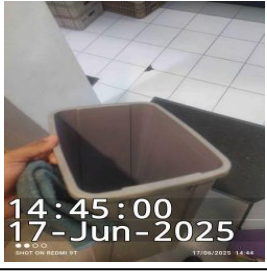
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING DINDING			
2	10-06-2025	SMA BUDI LUHUR	WASHING	WASHING TEMPAT SAMPAH			
3	10-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	GENERAL CLEANING LAB FISIKA			

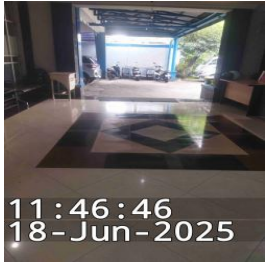
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1	11-06-2025	SMA BUDI LUHUR	GLASS CLEANING	LOBBY SEKOLAH	 13:26:32 11-Jun-2025	 13:26:46 11-Jun-2025	 13:27:04 11-Jun-2025
2	11-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB BIOLOGI	 13:28:55 11-Jun-2025	 13:29:07 11-Jun-2025	 13:29:19 11-Jun-2025
3	11-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG MEETING	 13:27:45 11-Jun-2025	 13:28:01 11-Jun-2025	 13:28:16 11-Jun-2025

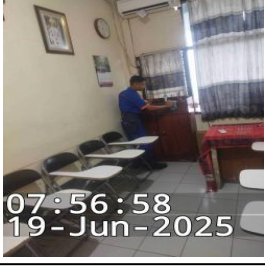
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1	12-06-2025	SMA BUDI LUHUR	GLASS CLEANING	PERPUSTAKAAN	 11:36:55 12-Jun-2025	 11:37:10 12-Jun-2025	 11:37:28 12-Jun-2025
2	12-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING SUDUT-SUDUT KORIDOR	 14:04:38 12-Jun-2025	 14:05:11 12-Jun-2025	 14:05:51 12-Jun-2025
3	12-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG AGAMA NONIS	 14:01:20 12-Jun-2025	 14:02:06 12-Jun-2025	 14:02:52 12-Jun-2025

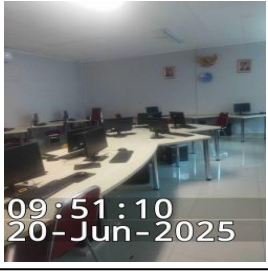
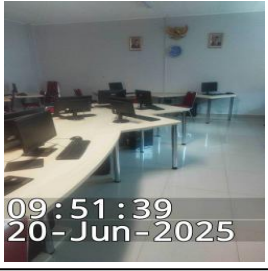
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1	13-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	RUANG SERVER			
2	13-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	TOILET SISWA			
3	13-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB KOMPUTER			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING LIST KACA - KACA	 09:21:32 16-Jun-2025	 09:21:46 16-Jun-2025	 09:22:05 16-Jun-2025
2	16-06-2025	SMA BUDI LUHUR	GLASS CLEANING	GLASS CLEANING KACA LAB FISIKA	 09:20:26 16-Jun-2025	 09:20:47 16-Jun-2025	 09:21:01 16-Jun-2025
3	16-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING DUG DINDING KORIDOR	 15:08:17 16-Jun-2025	 15:08:34 16-Jun-2025	 15:08:47 16-Jun-2025

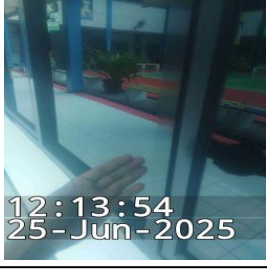
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	17-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING DINDING	 08:49:49 17-Jun-2025	 08:50:02 17-Jun-2025	 08:50:32 17-Jun-2025
2	17-06-2025	SMA BUDI LUHUR	WASHING	WASHING TEMPAT SAMPAH	 14:43:50 17-Jun-2025	 14:44:38 17-Jun-2025	 14:45:00 17-Jun-2025
3	17-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	GENERAL CLEANING LAB FISIKA	 14:42:22 17-Jun-2025	 14:42:33 17-Jun-2025	 14:42:45 17-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-06-2025	SMA BUDI LUHUR	GLASS CLEANING	LOBBY SEKOLAH	 11:45:27 18-Jun-2025	 11:45:38 18-Jun-2025	 11:46:46 18-Jun-2025
2	18-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB BIOLOGI	 15:01:05 18-Jun-2025	 15:01:23 18-Jun-2025	 15:01:54 18-Jun-2025
3	18-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG MEETING	 15:02:44 18-Jun-2025	 15:02:59 18-Jun-2025	 15:03:19 18-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	19-06-2025	SMA BUDI LUHUR	GLASS CLEANING	PERPUSTAKAAN	 11:35:54 19-Jun-2025	 11:36:10 19-Jun-2025	 11:36:25 19-Jun-2025
2	19-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING SUDUT-SUDUT KORIDOR	 11:36:54 19-Jun-2025	 11:37:09 19-Jun-2025	 11:37:20 19-Jun-2025
3	19-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG AGAMA NONIS	 07:56:26 19-Jun-2025	 07:56:58 19-Jun-2025	 07:57:17 19-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	RUANG SERVER	 09:52:28 20-Jun-2025	 09:53:11 20-Jun-2025	 09:53:25 20-Jun-2025
2	20-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB KOMPUTER	 09:51:10 20-Jun-2025	 09:51:22 20-Jun-2025	 09:51:39 20-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-06-2025	SMA BUDI LUHUR	SPOTTING	SPOTTING DINDING	 12:51:50 24-Jun-2025	 12:52:14 24-Jun-2025	 12:52:36 24-Jun-2025
2	24-06-2025	SMA BUDI LUHUR	WASHING	WASHING TEMPAT SAMPAH	 12:53:16 24-Jun-2025	 12:54:28 24-Jun-2025	 12:54:46 24-Jun-2025
3	24-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	GENERAL CLEANING LAB FISIKA	 12:50:25 24-Jun-2025	 12:50:59 24-Jun-2025	 12:51:17 24-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-06-2025	SMA BUDI LUHUR	GLASS CLEANING	LOBBY SEKOLAH	 12:15:37 25-Jun-2025	 12:16:10 25-Jun-2025	 12:16:29 25-Jun-2025
2	25-06-2025	SMA BUDI LUHUR	GENERAL CLEANING	LAB BIOLOGI	 12:17:08 25-Jun-2025	 12:17:24 25-Jun-2025	 12:17:43 25-Jun-2025
3	25-06-2025	SMA BUDI LUHUR	GLASS CLEANING	RUANG MEETING	 12:13:54 25-Jun-2025	 12:14:25 25-Jun-2025	 12:15:12 25-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING LIST KACA - KACA	 13:12:23 30-Jun-2025	 13:12:43 30-Jun-2025	 13:13:02 30-Jun-2025
2	30-06-2025	SMA BUDI LUHUR	GLASS CLEANING	GLASS CLEANING KACA LAB FISIKA	 13:11:19 30-Jun-2025	 13:11:44 30-Jun-2025	 13:11:59 30-Jun-2025
3	30-06-2025	SMA BUDI LUHUR	DUSTING	DUSTING DUG DINDING KORIDOR	 13:13:24 30-Jun-2025	 13:13:43 30-Jun-2025	 13:14:02 30-Jun-2025



LAPORAN TURNOVER

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

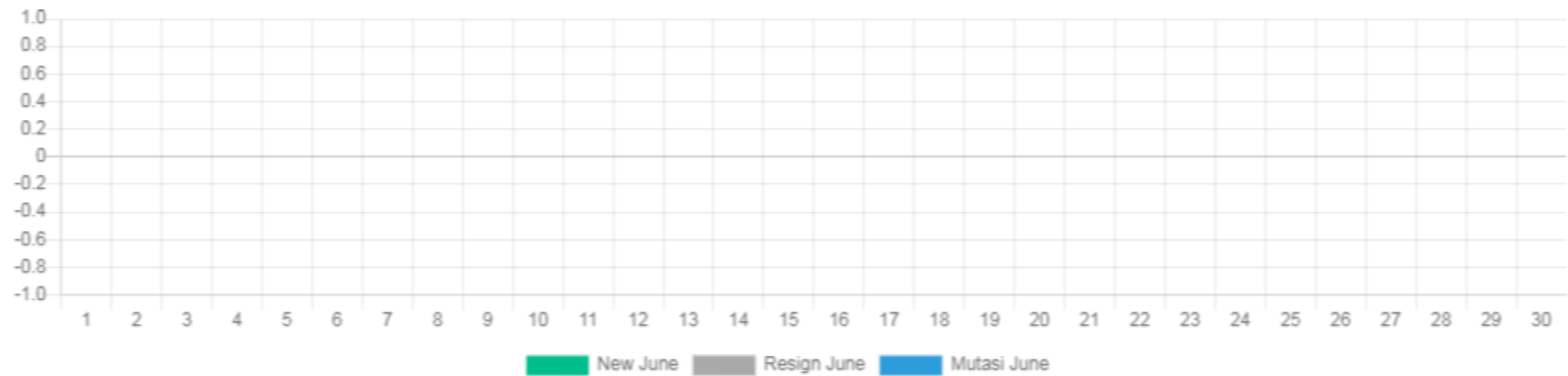
MUTASI : 0 MP

Pengawas : 0

CSO : 0

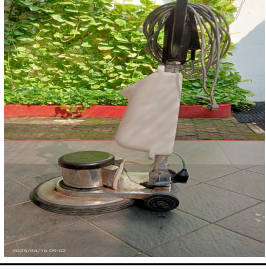
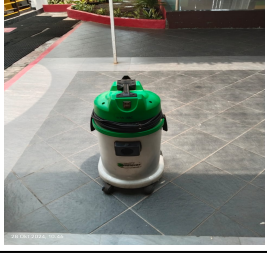
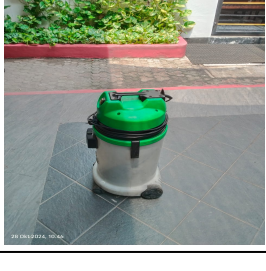
OMP

Monthly : June





LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
1	CF1/3/VC30/4416	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			-	RUSAK
2	CF1/3/VC30/4445	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			-	RUSAK
3	CF1/21/LOSP/4587	LOW SPEED POLISHER	GOLDIE			-	RUSAK
4	CF1/21/HISP/3054	HIGH SPEED POLISHER	GOLDIE			BAIK	-
5	CF1/3/VC60/3055	WET & DRY VACUUM CLEANER 60 LITER	INNOTECH			BAIK	-
6	CF1/3/VC30/3056	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-

No	Kode Mesin	Jenis Mesin	MerkMesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
7	CF1/3/VC30/4444	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-