

LAPORAN BULANAN CLEANING SERVICE

Proyek :
**BADAN PENYELENGGARA JAMNAN
PRODUK HALAL**



Periode :

JUNI 2025

Disusun Oleh :

**DIKY RAMADAN
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 BADAN PENYELENGGARA JAMNAN PRODUK HALAL

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 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	
1	1044363	ALFATH RIANSYAH	CLEANER															OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
2	1044365	MUHAMMAD SYAHRUL PRATAMA	CLEANER															OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
3	1044103	NUR OKTAVIA	CLEANER															OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
4	1044364	SAM SINAR	CLEANER															OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
5	1022534	EGA SAPTO NUGRAENI	CS_SENIOR_CLEANER															OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
6	1044362	RAIHAN ESA PRAMUDA	CS-GARDENER															OFF	HP	HP	HP	HP	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
7	1038784	SHERLI SUGIANTI	CLEANER															OFF	HS	HS	HS	HS	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
8	1022376	ILHAM PUTRA PRATAMA	CLEANER																HP 1	HP 1	HP 1	HP 1	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
9	1030493	ALI RACHMAN	CLEANER																HP 1	HP 1	HP 1	HP 1	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
10	1035336	MUHAMAD KHOLIL	CLEANER																HP 1	HP 1	HP 1	HP 1	HP	WD	OFF	HP	HP	HP	HP	HP	WD	OFF	HP	
11	1035334	MUHAMAD RIDWAN	CLEANER																HP 1	HP 1	HP 1	HP 1	HP	WD	OFF	HP	HP	HP	HP	WD	WD	OFF	HP	
12	1024985	ALDI FIRMANSYAH	CS_SENIOR_CLEANER																HS1	HS1	HS1	HS1	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
13	1037181	ABDUL ROSID	CLEANER																HS1	HS1	HS1	HS1	HS	OFF	WD	HS	HS	HS	HS	OFF	OFF	WD	HS	
Total MP Shift Pagi:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7	7	7	7	0	0	7	7	7	7	1	0		7	
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Total MP Shift Malam:				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			
Total MP Libur:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	0	0	0	6	7	0	0	0	0	6	6	7	
Total MP :				0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	13	13	13	13	13	6	7	13	13	13	13	7	6	7	13	

PENGAWAS

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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
Total MP Shift Malam:				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			
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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	1022376	CLEANER																h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	2	0	0	0	-
	ILHAM PUTRA PRATAMA																																								
2	1022534	CS_SENIOR_CLEANER															O	H	H	H	H	H	H	O	H	A	H	h	H	H	O	H	12	0	1	0	3	0	0	0	-
	EGA SAPTO NUGRAENI																																								
3	1024985	CS_SENIOR_CLEANER																H	H	H	H	H	O	H	H	H	H	H	O	O	H	H	12	0	0	0	3	0	0	0	-
	ALDI FIRMANSYAH																																								
4	1030493	CLEANER																h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	2	0	0	0	-
	ALI RACHMAN																																								
5	1034273	CS-SUPERVISOR																h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	2	0	0	0	-
	DIKY RAMADAN																																								
6	1035334	CLEANER																h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	2	0	0	0	-
	MUHAMAD RIDWAN																																								
7	1035336	CLEANER																h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	2	0	0	0	-
	MUHAMAD KHOLIL																																								
8	1037181	CLEANER																H	H	H	H	H	O	H	H	H	H	H	O	O	H	H	12	0	0	0	3	0	0	0	-
	ABDUL ROSID																																								
9	1038784	CLEANER																O	H	H	H	H	O	H	H	H	H	H	O	O	H	H	12	0	0	0	4	0	0	0	-
	SHERLI SUGIANTI																																								
10	1044103	CLEANER																O	H	H	h	H	H	O	H	H	H	h	H	H	O	H	13	0	0	0	3	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	H	I	A	G	O	S	SR	IR	Keterangan				
	NUR OKTAVIA																																												
11	1044362	CS-GARDENER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	13	0	0	0	3	0	0	0	-				
	RAIHAN ESA PRAMUDA																																												
12	1044363	CLEANER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	1	1	1	1	1	0	0	1	12	0	0	0	4	0	0	0	-				
	ALFATH RIANSYAH																																												
13	1044364	CLEANER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	1	1	1	1	1	0	0	1	12	0	0	0	4	0	0	0	-				
	SAM SINAR																																												
14	1044365	CLEANER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	1	1	1	1	1	0	0	1	12	0	0	0	4	0	0	0	-				
	MUHAMMAD SYAHRUL PRATAMA																																												
Total :																																	175	0	1	0	41	0	0	0					

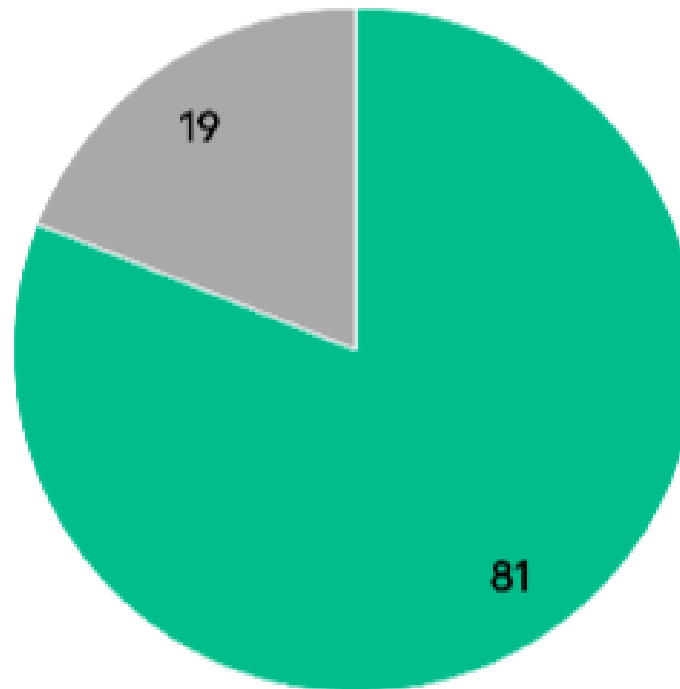
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	IT SUPPORT			Nama
	2025-06-24 15:15:11	Tgl	Tgl	Tgl

TOTAL JADWAL : 217 MP

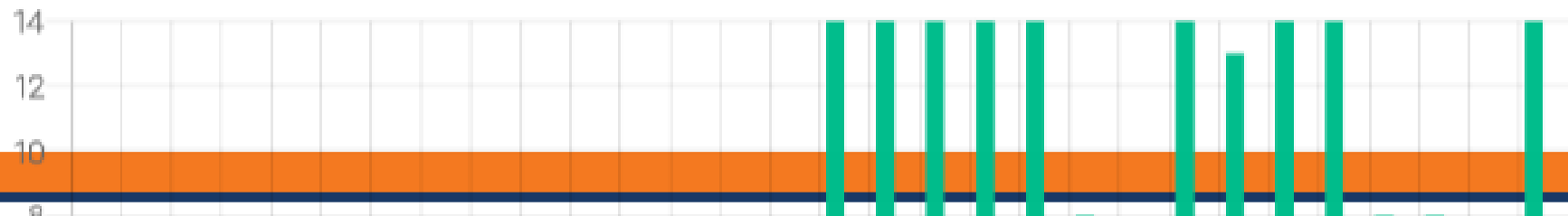
HADIR : 175 MP

OFF : 41 MP

TIDAK HADIR : 1 MP



Monthly : June





LAPORAN TABEL PERIODIK

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LANTAI 1

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

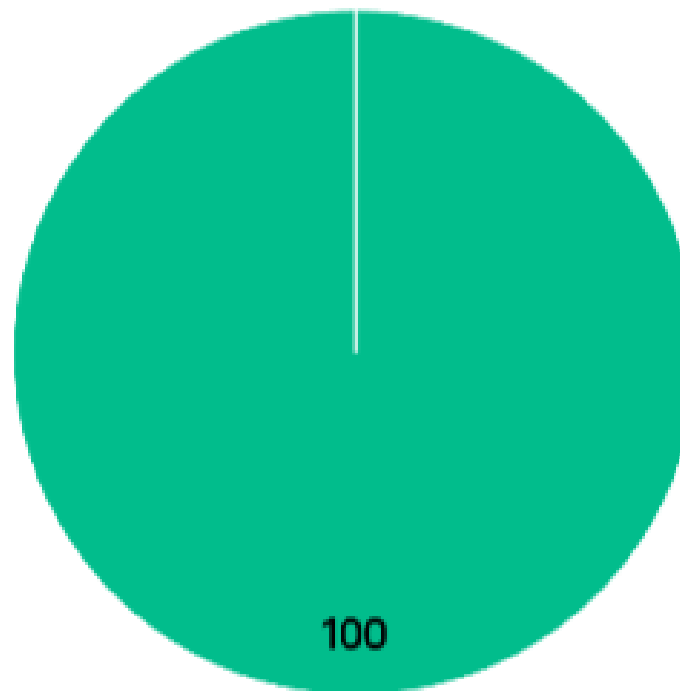
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REALISASI : 175

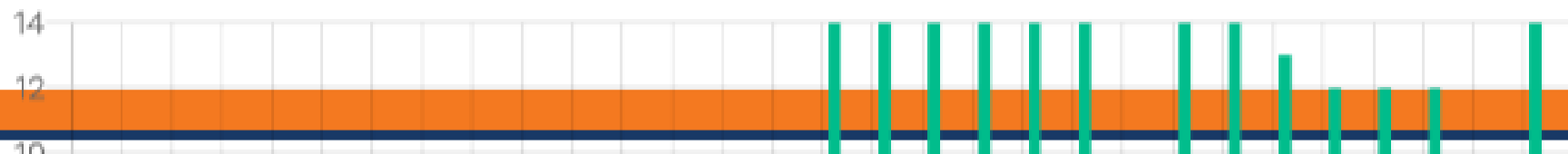
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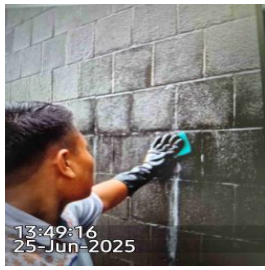


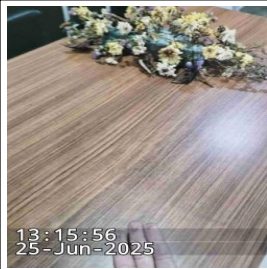
Monthly : June

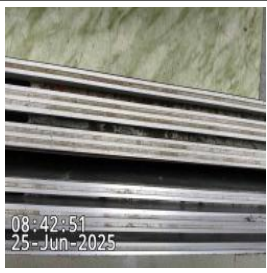
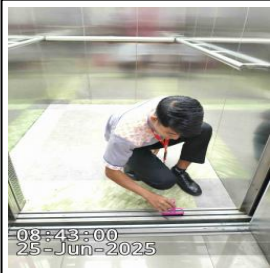


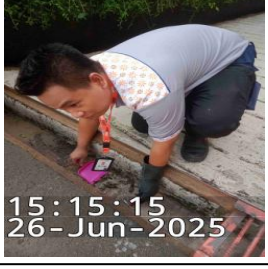
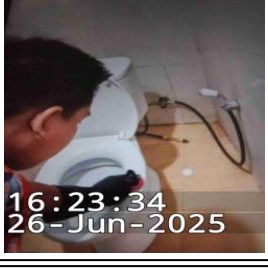
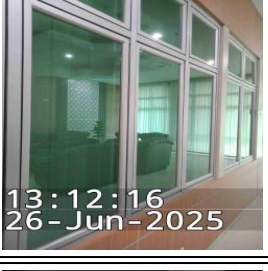
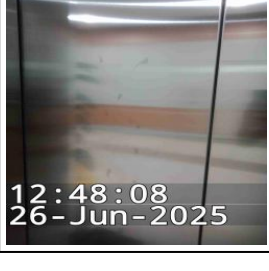
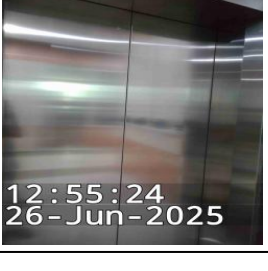


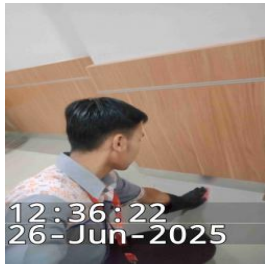
LAPORAN VISUALISASI PERIODIK

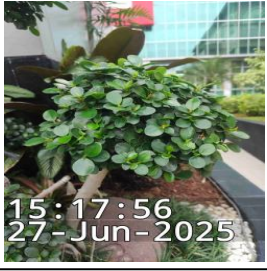
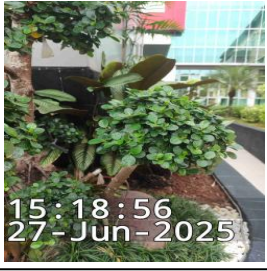
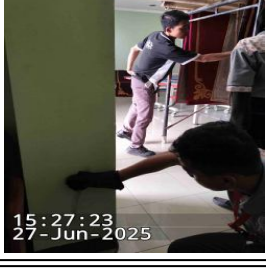
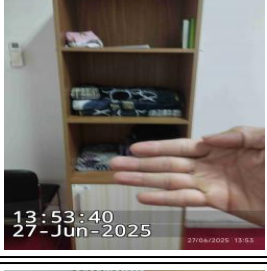
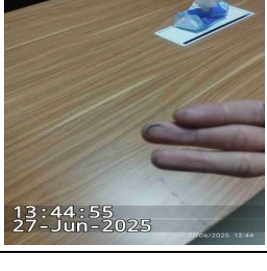
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1	25-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PERAPIHAN LIST TANAMAN	TREATMENT GARDENER - PERAPIHAN LIST TANAMAN			
2	25-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PEMANGKASAN RUMPUT	TREATMENT GARDENER - PEMANGKASAN RUMPUT			
3	25-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING RAMP			
4	25-06-2025	SET UP DEPLOYMENT	JET SPRAYING	LANTAI RAMP			
5	25-06-2025	SET UP DEPLOYMENT	POLISHING	SOFA			
6	25-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			

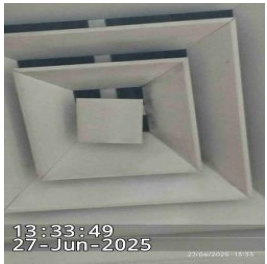
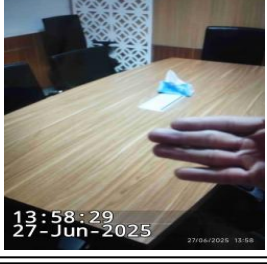
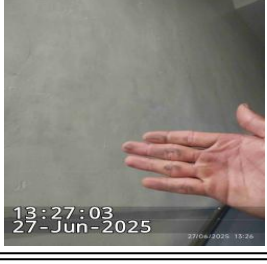
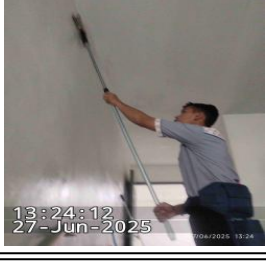
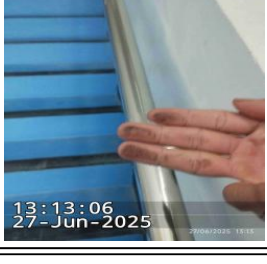
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7	25-06-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 10:07:48 25-Jun-2025	 10:11:26 25-Jun-2025	 10:13:01 25-Jun-2025
8	25-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	TANGGA CONNECTING	 06:40:18 25-Jun-2025	 06:40:27 25-Jun-2025	 06:41:10 25-Jun-2025
9	25-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	AULA LOKASI PERTEMUAN	 13:15:56 25-Jun-2025	 13:16:18 25-Jun-2025	 13:16:31 25-Jun-2025
10	25-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 13:13:03 25-Jun-2025	 13:13:18 25-Jun-2025	 13:13:33 25-Jun-2025
11	25-06-2025	SET UP DEPLOYMENT	RINSING	TOILET WANITA LANTAI 4	 18:10:08 25-Jun-2025	 18:10:28 25-Jun-2025	 18:10:49 25-Jun-2025
12	25-06-2025	SET UP DEPLOYMENT	SPOTTING	DINDING	 18:14:38 25-Jun-2025	 18:15:41 25-Jun-2025	 18:16:26 25-Jun-2025

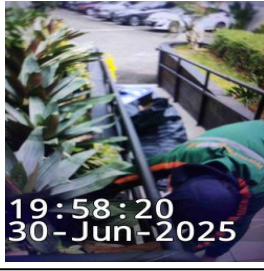
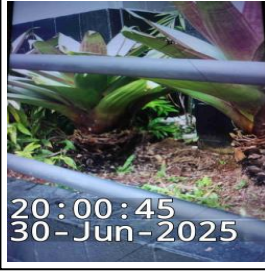
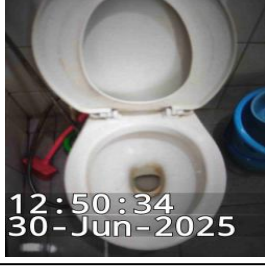
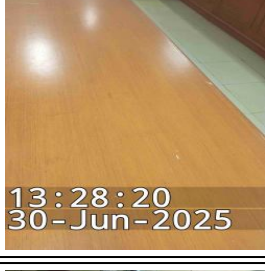
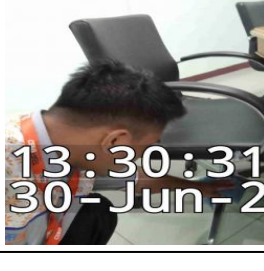
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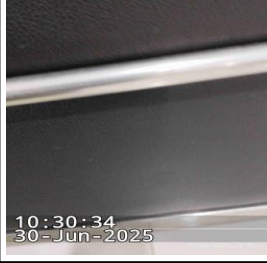
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1	26-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PEMBERIAN PUPUK	TREATMENT GARDENER - PEMBERIAN PUPUK	 15:17:40 26-Jun-2025	 15:17:51 26-Jun-2025	 15:18:14 26-Jun-2025
2	26-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - HAMA TANAMAN	TREATMENT GARDENER - HAMA TANAMAN	 15:20:22 26-Jun-2025	 15:20:34 26-Jun-2025	 15:20:50 26-Jun-2025
3	26-06-2025	SET UP DEPLOYMENT	BRUSHING	GUTTER	 15:13:56 26-Jun-2025	 15:15:15 26-Jun-2025	 15:16:06 26-Jun-2025
4	26-06-2025	SET UP DEPLOYMENT	WASHING	TOILET BASEMENT	 16:22:47 26-Jun-2025	 16:23:34 26-Jun-2025	 16:24:48 26-Jun-2025
5	26-06-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA LUAR DALAM	 13:03:58 26-Jun-2025	 13:05:14 26-Jun-2025	 13:12:16 26-Jun-2025
6	26-06-2025	SET UP DEPLOYMENT	POLISHING	PINTU LIFT	 12:48:08 26-Jun-2025	 12:54:01 26-Jun-2025	 12:55:24 26-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	26-06-2025	SET UP DEPLOYMENT	WASHING	LANTAI KERAMIK	 12:34:02 26-Jun-2025	 12:36:22 26-Jun-2025	 12:37:38 26-Jun-2025
8	26-06-2025	SET UP DEPLOYMENT	RINSING	TOILET WANITA LANTAI 1	 16:28:42 26-Jun-2025	 16:29:20 26-Jun-2025	 16:29:56 26-Jun-2025
9	26-06-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA LUAR DALAM	 13:00:54 26-Jun-2025	 13:01:27 26-Jun-2025	 13:01:57 26-Jun-2025
10	26-06-2025	SET UP DEPLOYMENT	POLISHING	PINTU LIFT	 12:57:33 26-Jun-2025	 12:58:04 26-Jun-2025	 12:59:30 26-Jun-2025
11	26-06-2025	SET UP DEPLOYMENT	BRUSHING	LANTAI	 15:31:21 26-Jun-2025	 15:33:05 26-Jun-2025	 15:34:12 26-Jun-2025
12	26-06-2025	SET UP DEPLOYMENT	PLAFON CLEANING	CEILING EXIT ZONA A	 13:10:19 26-Jun-2025	 13:10:40 26-Jun-2025	 13:11:47 26-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	27-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PENYULAMAN TANAMAN	TREATMENT GARDENER - PENYULAMAN TANAMAN			
2	27-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PEMBERIAN VITAMIN	TREATMENT GARDENER - PEMBERIAN VITAMIN			
3	27-06-2025	SET UP DEPLOYMENT	PLAFON CLEANING	CEILING			
4	27-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
5	27-06-2025	SET UP DEPLOYMENT	VACUUMING	MUSHOLLA			
6	27-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	RUANG MEETING			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	27-06-2025	SET UP DEPLOYMENT	PLAFON CLEANING	CEILING	 13:33:49 27-Jun-2025	 13:35:18 27-Jun-2025	 13:36:38 27-Jun-2025
8	27-06-2025	SET UP DEPLOYMENT	PLAFON CLEANING	AC DIFUSER	 13:38:08 27-Jun-2025	 13:38:35 27-Jun-2025	 13:38:52 27-Jun-2025
9	27-06-2025	SET UP DEPLOYMENT	VACUUMING	MUSHOLLA	 14:00:20 27-Jun-2025	 14:01:01 27-Jun-2025	 14:01:54 27-Jun-2025
10	27-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	RUANG MEETING	 13:58:09 27-Jun-2025	 13:58:20 27-Jun-2025	 13:58:29 27-Jun-2025
11	27-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING EXIT ZONA A	 13:27:03 27-Jun-2025	 13:24:12 27-Jun-2025	 13:27:58 27-Jun-2025
12	27-06-2025	SET UP DEPLOYMENT	POLISHING	RAILING EXIT ZONA A	 13:13:06 27-Jun-2025	 13:19:55 27-Jun-2025	 15:16:13 27-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - PENYIRAMAN TANAMAN	TREATMENT GARDENER - PENYIRAMAN TANAMAN	 20:04:09 30-Jun-2025	 20:05:30 30-Jun-2025	 20:06:32 30-Jun-2025
2	30-06-2025	SET UP DEPLOYMENT	TREATMENT GARDENER - SANITASI DAUN KERING	TREATMENT GARDENER - SANITASI DAUN KERING	 19:57:55 30-Jun-2025	 19:58:20 30-Jun-2025	 20:00:45 30-Jun-2025
3	30-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	POSKO SECURITY	 12:50:34 30-Jun-2025	 12:50:56 30-Jun-2025	 12:51:16 30-Jun-2025
4	30-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	ATM CENTRE	 09:47:06 30-Jun-2025	 09:47:54 30-Jun-2025	 09:48:13 30-Jun-2025
5	30-06-2025	SET UP DEPLOYMENT	POLISHING	MEJA	 13:28:20 30-Jun-2025	 13:28:43 30-Jun-2025	 13:28:57 30-Jun-2025
6	30-06-2025	SET UP DEPLOYMENT	POLISHING	SOFA	 13:29:57 30-Jun-2025	 13:30:31 30-Jun-2025	 13:30:42 30-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	30-06-2025	SET UP DEPLOYMENT	DEEP CLEANING	TANGGA CONNECTING	 14:14:42 30-Jun-2025	 14:14:55 30-Jun-2025	 14:15:05 30-Jun-2025
8	30-06-2025	SET UP DEPLOYMENT	WASHING	LANTAI KERAMIK	 14:15:40 30-Jun-2025	 14:15:51 30-Jun-2025	 14:16:20 30-Jun-2025
9	30-06-2025	SET UP DEPLOYMENT	POLISHING	KURSI	 10:29:32 30-Jun-2025	 10:29:51 30-Jun-2025	 10:30:34 30-Jun-2025
10	30-06-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 10:55:33 30-Jun-2025	 10:56:01 30-Jun-2025	 10:56:18 30-Jun-2025
11	30-06-2025	SET UP DEPLOYMENT	WASHING	LANTAI KERAMIK	 16:17:30 30-Jun-2025	 16:18:04 30-Jun-2025	 16:19:05 30-Jun-2025
12	30-06-2025	SET UP DEPLOYMENT	RINSING	TOILET PRIA LANTAI 3	 11:41:51 30-Jun-2025	 11:43:15 30-Jun-2025	 11:44:48 30-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
13	30-06-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH EXIT ZONA A	 20:20:34 30-Jun-2025	 20:20:48 30-Jun-2025	 20:21:17 30-Jun-2025
14	30-06-2025	SET UP DEPLOYMENT	PLAFON CLEANING	CEILING EXIT ZONA B	 16:11:50 30-Jun-2025	 16:12:25 30-Jun-2025	 16:13:29 30-Jun-2025