

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CV. INSAN BINA CIPTA CEMERLANG (IBCC)



Periode :

JUNI 2025

Disusun Oleh :

IIS ISMAYANTI

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 CV. INSAN BINA CIPTA CEMERLANG (IBCC)

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

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	2003346	CLEANER	H	O	H	H	H	H	H	H	O	S	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	A	H	H	A	H	23	0	2	1	4	1	0	0	-
	NANDI HERNANDI																																								
2	2003501	CS-LEADER	O	A	H	H	H	H	H	O	H	H	h	A	H	H	H	H	H	O	H	H	H	O	H	H	H	H	H	H	O	O	22	0	2	3	6	0	0	0	-
	IIS ISMAYANTI						G																																		
3	2003510	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	26	0	0	1	4	0	0	0	-
	VERI FIRMANSYAH											G																													
4	2003511	CLEANER	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	26	0	0	0	4	0	0	0	-
	SUHARYANTO																																								
5	2003534	CLEANER	H	H	H	O	A	A	H	H	H	H	O	H	H	H	O	H	H	H	A	A	H	H	h	H	O	H	H	H	H	H	22	0	4	0	4	0	0	0	-
	DANISSA FATIMAH DWI LUGINA																																								
6	2003659	CLEANER	H	H	O	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	26	0	0	2	4	0	0	0	-
	SALMAN MAULANA YUSUP						g	G																																	
7	2003698	CLEANER	h	H	H	H	H	A	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	A	H	24	0	2	2	4	0	0	0	-
	SITI YUANITA													G																											
Total :																																	169	0	10	9	30	1	0	0	

Keterangan :	Operation	OA	Check & Import Payroll	Verification
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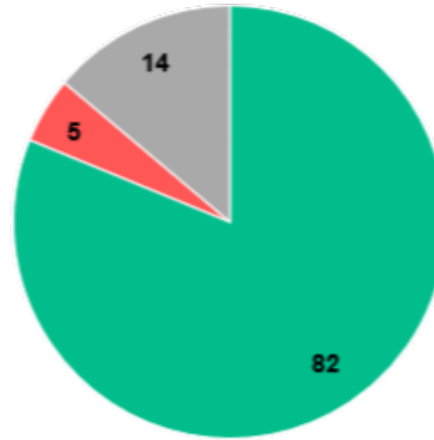
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	SUMARNA	UMAR		Nama
	2025-06-16 07:24:05	2025-06-16 13:58:30	Tgl	Tgl

TOTAL JADWAL : 218 MP

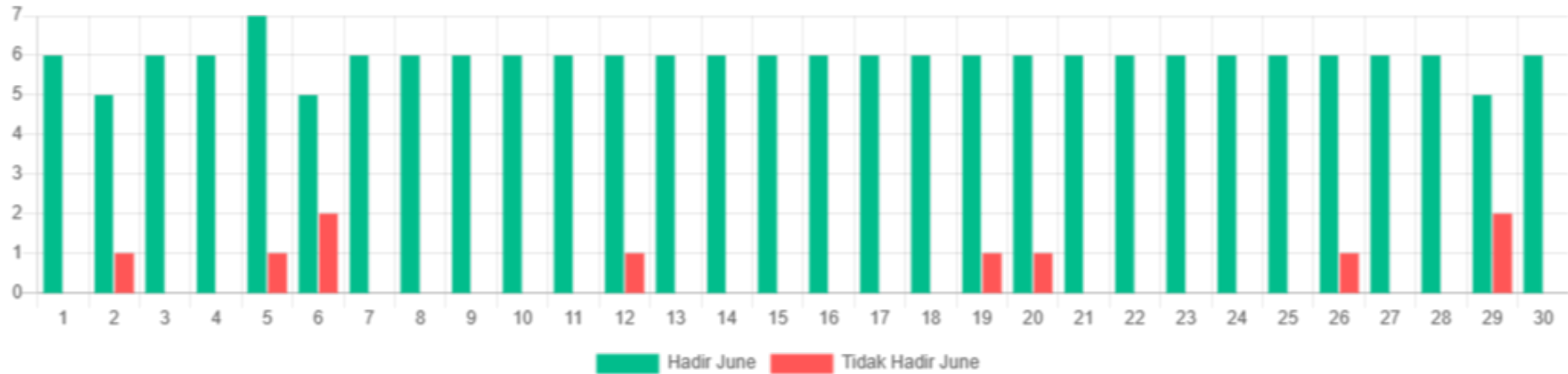
HADIR : 178 MP

OFF : 30 MP

TIDAK HADIR : 10 MP



Monthly : June





LAPORAN TABEL PERIODIK

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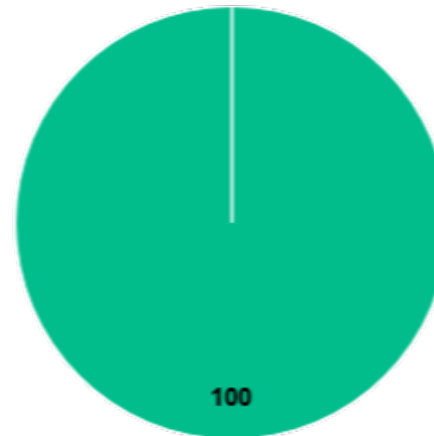
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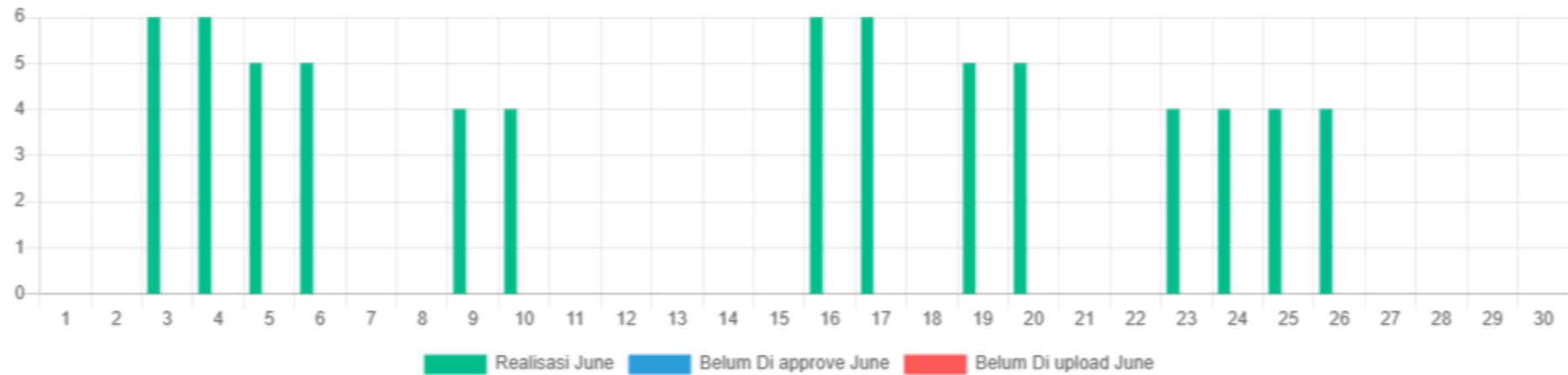
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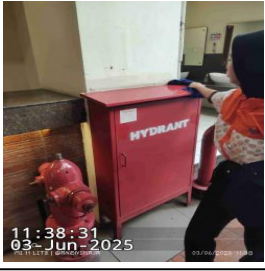
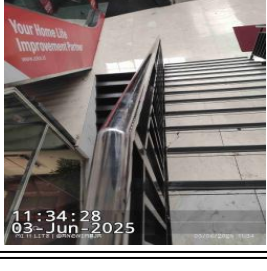
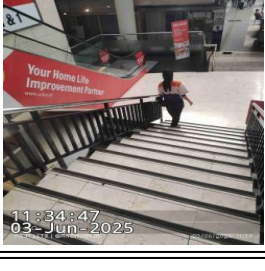
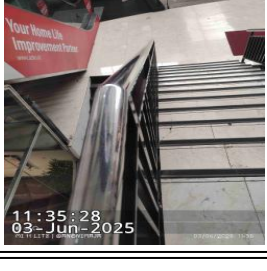


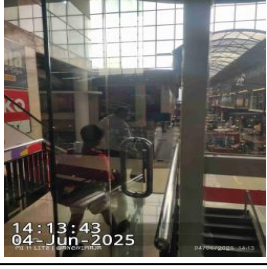
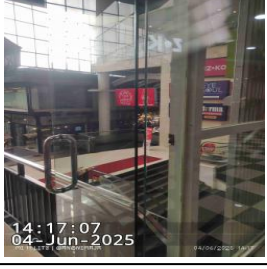
Monthly : June

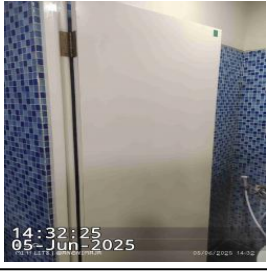
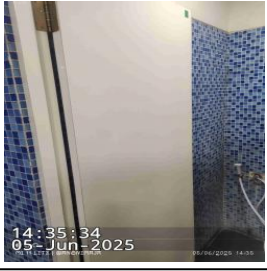


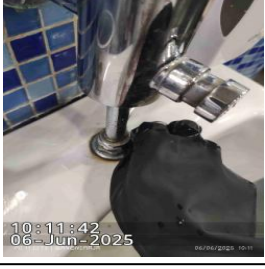
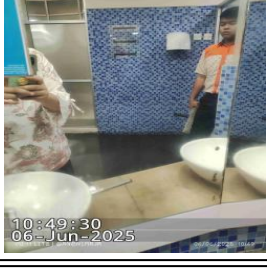
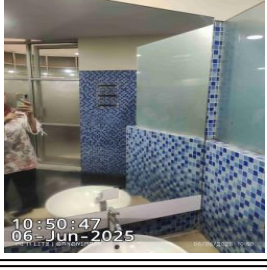
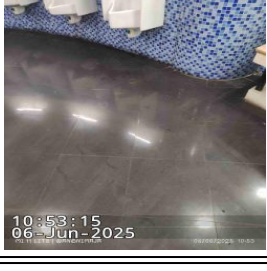


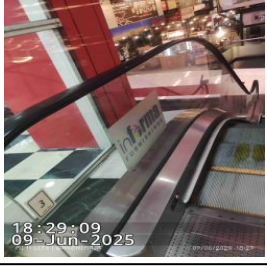
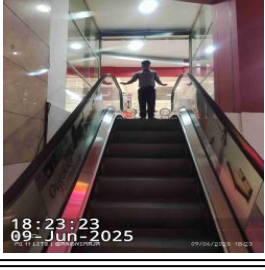
LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-06-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 15:05:40 03-Jun-2025	 15:06:19 03-Jun-2025	 15:07:57 03-Jun-2025
2	03-06-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT, MEJA DAN KURSI	 11:37:53 03-Jun-2025	 11:38:31 03-Jun-2025	 11:39:53 03-Jun-2025
3	03-06-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 09:53:18 03-Jun-2025	 09:53:41 03-Jun-2025	 09:57:38 03-Jun-2025
4	03-06-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 09:14:50 03-Jun-2025	 09:15:09 03-Jun-2025	 09:17:14 03-Jun-2025
5	03-06-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 11:40:43 03-Jun-2025	 11:41:52 03-Jun-2025	 11:43:01 03-Jun-2025
6	03-06-2025	ALL AREA 2	BRUSHING	TANGGA EXIT	 11:34:28 03-Jun-2025	 11:34:47 03-Jun-2025	 11:35:28 03-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-06-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 13:52:17 04-Jun-2025	 13:52:42 04-Jun-2025	 13:53:13 04-Jun-2025
2	04-06-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 14:01:52 04-Jun-2025	 14:02:09 04-Jun-2025	 14:02:55 04-Jun-2025
3	04-06-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 09:35:05 04-Jun-2025	 09:38:08 04-Jun-2025	 09:38:22 04-Jun-2025
4	04-06-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 14:13:43 04-Jun-2025	 14:14:15 04-Jun-2025	 14:17:07 04-Jun-2025
5	04-06-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 09:48:09 04-Jun-2025	 09:50:18 04-Jun-2025	 09:50:46 04-Jun-2025
6	04-06-2025	ALL AREA 2	BRUSHING	TANGGA EXIT	 14:04:18 04-Jun-2025	 14:04:38 04-Jun-2025	 14:06:41 04-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-06-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 14:27:11 05-Jun-2025	 14:24:10 05-Jun-2025	 14:25:29 05-Jun-2025
2	05-06-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 14:32:25 05-Jun-2025	 14:32:47 05-Jun-2025	 14:35:34 05-Jun-2025
3	05-06-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 11:41:04 05-Jun-2025	 11:41:20 05-Jun-2025	 11:42:10 05-Jun-2025
4	05-06-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 11:42:42 05-Jun-2025	 11:43:00 05-Jun-2025	 11:43:31 05-Jun-2025
5	05-06-2025	ALL AREA 2	BRUSHING	LANTAI	 11:33:11 05-Jun-2025	 11:33:36 05-Jun-2025	 11:37:37 05-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	06-06-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 10:46:18 06-Jun-2025	 10:46:40 06-Jun-2025	 10:47:02 06-Jun-2025
2	06-06-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 10:47:52 06-Jun-2025	 10:48:05 06-Jun-2025	 10:48:32 06-Jun-2025
3	06-06-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 10:10:55 06-Jun-2025	 10:11:42 06-Jun-2025	 10:17:19 06-Jun-2025
4	06-06-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 10:49:30 06-Jun-2025	 10:49:49 06-Jun-2025	 10:50:47 06-Jun-2025
5	06-06-2025	ALL AREA 2	BRUSHING	LANTAI	 10:53:15 06-Jun-2025	 10:53:42 06-Jun-2025	 10:54:56 06-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-06-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP	 18:24:57 09-Jun-2025	 18:25:26 09-Jun-2025	 18:27:02 09-Jun-2025
2	09-06-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY	 18:29:28 09-Jun-2025	 18:31:07 09-Jun-2025	 18:31:31 09-Jun-2025
3	09-06-2025	ALL AREA 2	GLASS CLEANING	KACA	 18:28:31 09-Jun-2025	 18:28:48 09-Jun-2025	 18:29:09 09-Jun-2025
4	09-06-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA	 18:22:38 09-Jun-2025	 18:23:23 09-Jun-2025	 18:24:20 09-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-06-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP	 18:31:50 10-Jun-2025	 18:32:05 10-Jun-2025	 18:33:12 10-Jun-2025
2	10-06-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY	 18:34:58 10-Jun-2025	 18:35:11 10-Jun-2025	 18:35:33 10-Jun-2025
3	10-06-2025	ALL AREA 2	GLASS CLEANING	KACA	 18:33:45 10-Jun-2025	 18:34:11 10-Jun-2025	 18:34:40 10-Jun-2025
4	10-06-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA	 18:30:01 10-Jun-2025	 18:31:01 10-Jun-2025	 18:31:22 10-Jun-2025

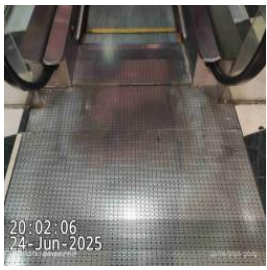
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2	16-06-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 14:27:40 16-Jun-2025	 14:27:56 16-Jun-2025	 14:29:12 16-Jun-2025
3	16-06-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 09:36:49 16-Jun-2025	 09:37:29 16-Jun-2025	 09:44:07 16-Jun-2025
4	16-06-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 14:32:02 16-Jun-2025	 14:32:28 16-Jun-2025	 14:33:21 16-Jun-2025
5	16-06-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 09:44:36 16-Jun-2025	 09:44:47 16-Jun-2025	 09:45:47 16-Jun-2025
6	16-06-2025	ALL AREA 2	BRUSHING	TANGGA EXIT	 09:51:01 16-Jun-2025	 09:51:25 16-Jun-2025	 09:52:01 16-Jun-2025

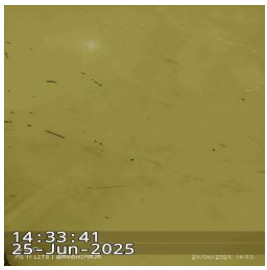
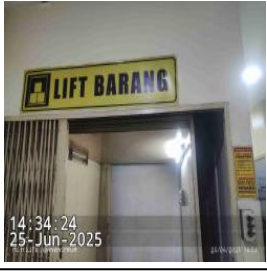
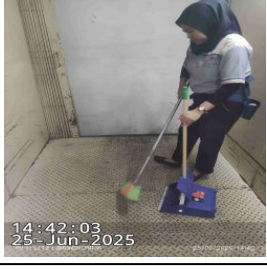
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2	17-06-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT, MEJA DAN KURSI	 09:27:20 17-Jun-2025	 09:27:56 17-Jun-2025	 09:28:15 17-Jun-2025
3	17-06-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 09:30:40 17-Jun-2025	 09:31:02 17-Jun-2025	 09:31:21 17-Jun-2025
4	17-06-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 14:11:39 17-Jun-2025	 14:12:15 17-Jun-2025	 14:12:54 17-Jun-2025
5	17-06-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 14:13:25 17-Jun-2025	 14:13:37 17-Jun-2025	 14:14:27 17-Jun-2025
6	17-06-2025	ALL AREA 2	BRUSHING	TANGGA EXIT	 14:22:24 17-Jun-2025	 14:22:47 17-Jun-2025	 14:23:01 17-Jun-2025

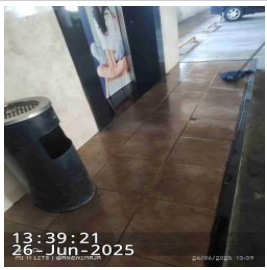
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2	19-06-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 13:28:51 19-Jun-2025	 13:29:03 19-Jun-2025	 13:29:39 19-Jun-2025
3	19-06-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 09:34:28 19-Jun-2025	 09:40:07 19-Jun-2025	 09:40:42 19-Jun-2025
4	19-06-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 13:20:42 19-Jun-2025	 13:21:09 19-Jun-2025	 13:30:15 19-Jun-2025
5	19-06-2025	ALL AREA 2	BRUSHING	LANTAI	 14:23:33 19-Jun-2025	 14:23:44 19-Jun-2025	 14:24:42 19-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-06-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 13:26:04 20-Jun-2025	 13:26:53 20-Jun-2025	 13:27:17 20-Jun-2025
2	20-06-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 13:41:47 20-Jun-2025	 13:43:48 20-Jun-2025	 13:47:35 20-Jun-2025
3	20-06-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 12:27:10 20-Jun-2025	 12:29:03 20-Jun-2025	 12:32:33 20-Jun-2025
4	20-06-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 13:28:11 20-Jun-2025	 13:28:36 20-Jun-2025	 13:29:45 20-Jun-2025
5	20-06-2025	ALL AREA 2	BRUSHING	LANTAI	 13:30:59 20-Jun-2025	 13:31:31 20-Jun-2025	 13:32:46 20-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-06-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP	 20:08:29 23-Jun-2025	 20:08:46 23-Jun-2025	 20:09:14 23-Jun-2025
2	23-06-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY	 20:12:47 23-Jun-2025	 20:13:12 23-Jun-2025	 20:13:57 23-Jun-2025
3	23-06-2025	ALL AREA 2	GLASS CLEANING	KACA	 20:10:31 23-Jun-2025	 20:10:52 23-Jun-2025	 20:11:22 23-Jun-2025
4	23-06-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA	 20:11:50 23-Jun-2025	 20:12:12 23-Jun-2025	 20:12:32 23-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-06-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP	 19:55:09 24-Jun-2025	 19:57:13 24-Jun-2025	 19:58:19 24-Jun-2025
2	24-06-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY	 20:02:06 24-Jun-2025	 20:02:29 24-Jun-2025	 20:03:06 24-Jun-2025
3	24-06-2025	ALL AREA 2	GLASS CLEANING	KACA	 20:00:44 24-Jun-2025	 20:01:11 24-Jun-2025	 20:01:28 24-Jun-2025
4	24-06-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA	 19:59:20 24-Jun-2025	 19:59:35 24-Jun-2025	 20:00:23 24-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-06-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 14:26:41 25-Jun-2025	 14:28:39 25-Jun-2025	 14:33:41 25-Jun-2025
2	25-06-2025	ALL AREA 2	DUSTING	AIR FRESNER, SIGNAGE	 14:34:24 25-Jun-2025	 14:34:45 25-Jun-2025	 14:35:08 25-Jun-2025
3	25-06-2025	ALL AREA 2	SPOTTING	DINDING, PINTU	 14:36:06 25-Jun-2025	 14:36:32 25-Jun-2025	 14:41:28 25-Jun-2025
4	25-06-2025	ALL AREA 2	WASHING	LANTAI	 14:42:03 25-Jun-2025	 14:42:35 25-Jun-2025	 14:43:11 25-Jun-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-06-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 13:46:46 26-Jun-2025	 13:47:24 26-Jun-2025	 13:47:49 26-Jun-2025
2	26-06-2025	ALL AREA 2	DUSTING	AIR FRESNER, SIGNAGE	 13:48:44 26-Jun-2025	 13:49:08 26-Jun-2025	 13:49:27 26-Jun-2025
3	26-06-2025	ALL AREA 2	SPOTTING	DINDING, PINTU	 13:28:56 26-Jun-2025	 13:29:21 26-Jun-2025	 13:29:52 26-Jun-2025
4	26-06-2025	ALL AREA 2	WASHING	LANTAI	 13:36:21 26-Jun-2025	 13:38:40 26-Jun-2025	 13:39:21 26-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

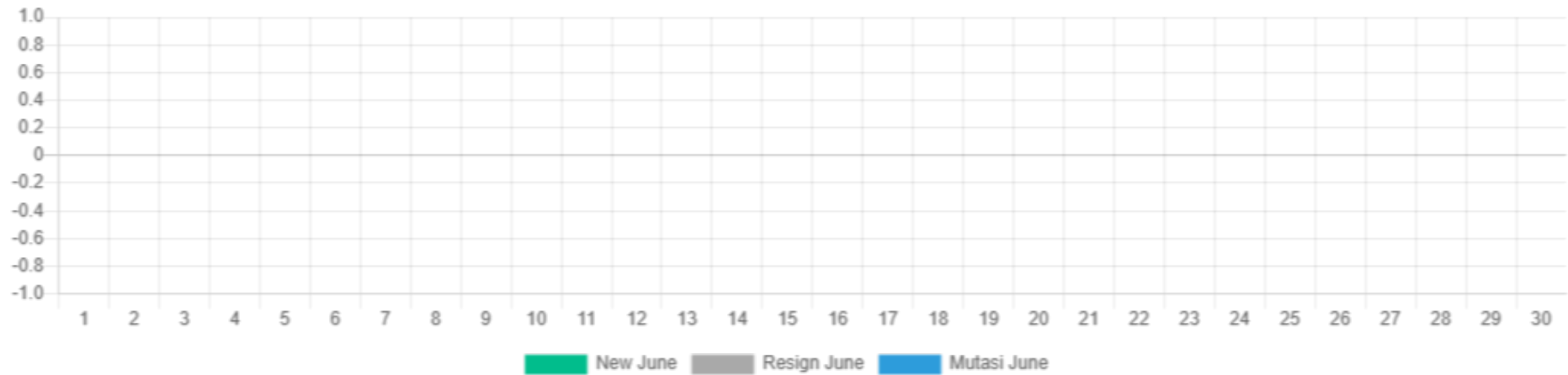
MUTASI : 0 MP

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	CF2/3/VC30/2396	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
2	CF2/35/KR25/2397	KABEL ROLL 25 METER	KAISER			BAIK	-
3	CF2/3/VC30/2977	WET & DRY VACUUM CLEANER 30 LITER	INNOTECH			BAIK	-
4	CF2/35/KR25/2978	KABEL ROLL 25 METER	KAISER			BAIK	-