

# LAPORAN BULANAN CLEANING SERVICE

Proyek :  
**- MODERNVET ACADEMY SAMALI**



Periode :

**JULI 2025**

Disusun Oleh :

**RENDI WINATA**  
**FIELD MANAGER**

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 - MODERNVET ACADEMY SAMALI**

**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

[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       | 1044300        | CS_SENIOR_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  | H  | 27 | 0 | 0 | 0 | 4 | 0 | 0  | 0  | -          |  |
|         | ALAN NUR ASLAN |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |    |    |            |  |
| Total : |                |                   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 27 | 0 | 0 | 0 | 4 | 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<br>-Kolom dibawah untuk Huruf G = Lembur Ganti<br>-Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G<br>-Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off | RENDI WINATA        | ADMIN OA - KARIN    |                        | Nama         |
|                                                                                                                                                                                                                                                                                                                                            | 2025-07-16 05:37:11 | 2025-07-18 13:12:32 | Tgl                    | Tgl          |





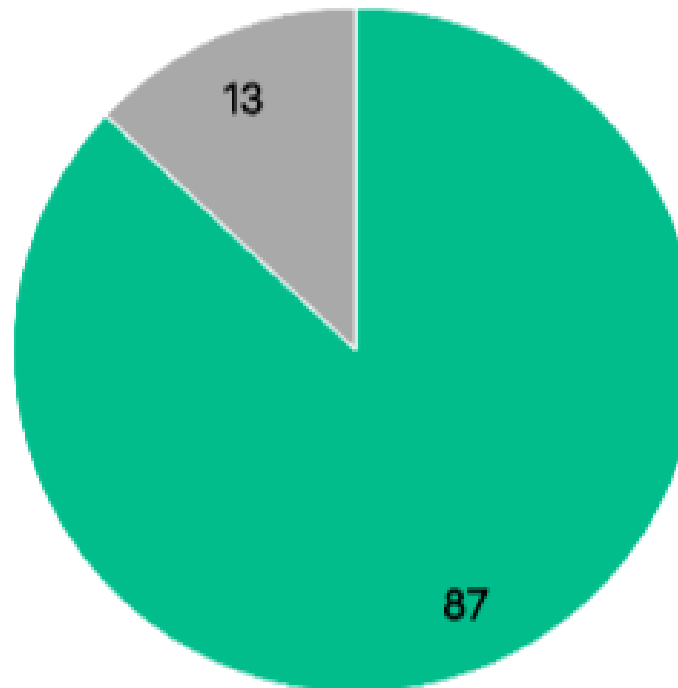


**TOTAL JADWAL : 31 MP**

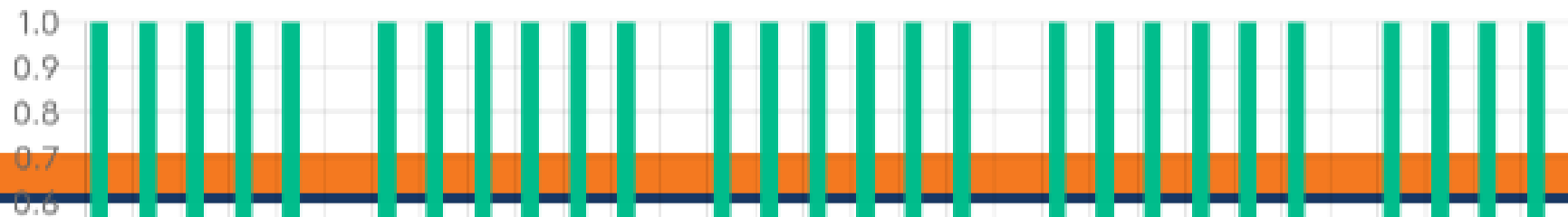
**HADIR : 27 MP**

**OFF : 4 MP**

**TIDAK HADIR : 0 MP**



**Monthly : July**





# **LAPORAN TABEL PERIODIK**

| Warna | Keterangan |
|-------|------------|
|-------|------------|

|   |                           |
|---|---------------------------|
| P | : Planning                |
| A | : Actual /<br>Terealisasi |
| X | : Tidak<br>Terealisasi    |





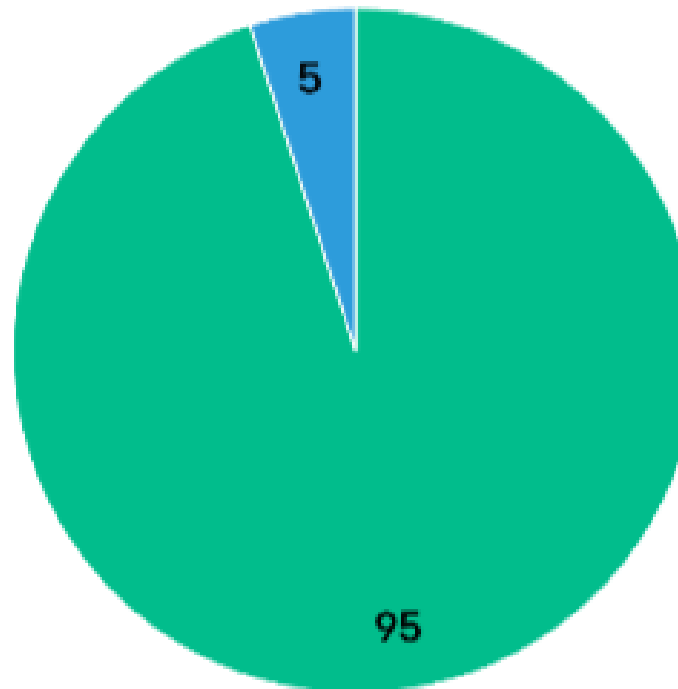
**PEKERJAAN : 59**

**REALISASI : 56**

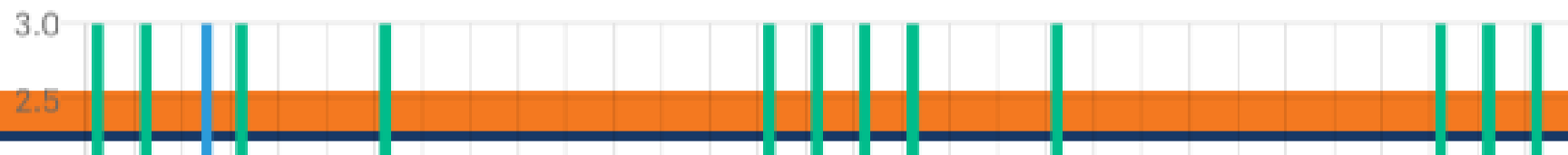
DIALIHKAN : 0

**BELUM APPROVE : 3**

**BELUM UPLOAD : 0**



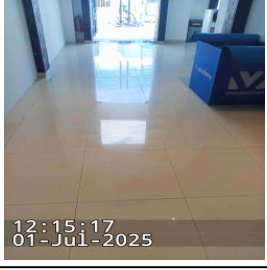
Monthly : July

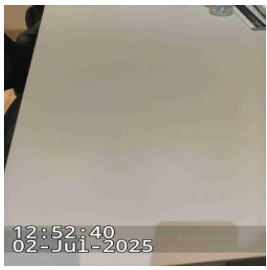


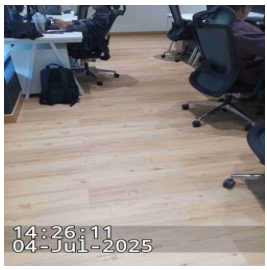


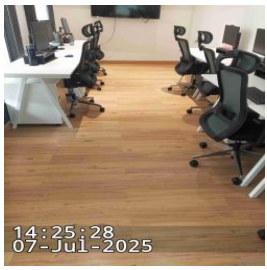


# **LAPORAN VISUALISASI PERIODIK**

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------|-----------------|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 01-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>14:53:07<br>01-Jul-2025  | <br>14:54:59<br>01-Jul-2025  | <br>15:06:12<br>01-Jul-2025  |
| 2  | 01-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>11:42:04<br>01-Jul-2025  | <br>11:42:46<br>01-Jul-2025  | <br>11:59:35<br>01-Jul-2025  |
| 3  | 01-07-2025 | MODERNVET ACADEMY | MOPPING         | LANTAI           | <br>12:03:39<br>01-Jul-2025 | <br>12:04:45<br>01-Jul-2025 | <br>12:15:17<br>01-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                             | Progress                                                                            | After                                                                                |
|----|------------|-------------------|-----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | 02-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             |   |   |   |
| 2  | 02-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             |   |   |   |
| 3  | 02-07-2025 | MODERNVET ACADEMY | TOILET CLEANING | TOILET BAWAH     |  |  |  |

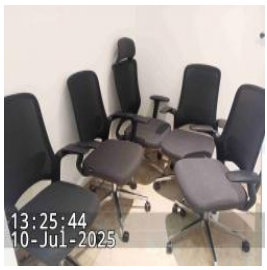
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------|----------------|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 04-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           | <br>14:15:50<br>04-Jul-2025  | <br>14:17:45<br>04-Jul-2025  | <br>14:26:11<br>04-Jul-2025  |
| 2  | 04-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           | <br>14:31:02<br>04-Jul-2025  | <br>14:52:42<br>04-Jul-2025  | <br>14:58:15<br>04-Jul-2025  |
| 3  | 04-07-2025 | MODERNVET ACADEMY | SWEEPING       | HALAMAN BELAKANG | <br>14:59:16<br>04-Jul-2025 | <br>15:00:21<br>04-Jul-2025 | <br>15:24:28<br>04-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                             | Progress                                                                            | After                                                                                |
|----|------------|-------------------|----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | 07-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           |   |   |   |
| 2  | 07-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           |   |   |   |
| 3  | 07-07-2025 | MODERNVET ACADEMY | SWEEPING       | HALAMAN DEPAN    |  |  |  |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                                                                | Progress                                                                                                               | After                                                                                                                   |
|----|------------|-------------------|-----------------|------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1  | 08-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          |  <div>13:47:13<br/>08-Jul-2025</div> |  <div>13:49:38<br/>08-Jul-2025</div> |  <div>13:58:54<br/>08-Jul-2025</div> |
| 2  | 08-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          |  <div>13:59:39<br/>08-Jul-2025</div> |  <div>14:01:43<br/>08-Jul-2025</div> |  <div>14:17:12<br/>08-Jul-2025</div> |



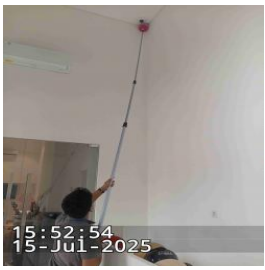
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                            | Progress                                                                           | After                                                                               |
|----|------------|-------------------|----------------|------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1  | 09-07-2025 | MODERNVET ACADEMY | DUSTING        | MEJA             |  |  |  |
| 2  | 09-07-2025 | MODERNVET ACADEMY | DUSTING        | MEJA             |  |  |  |

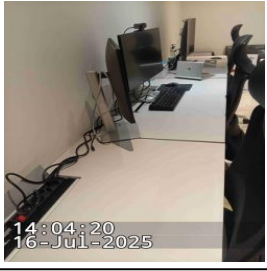
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                            | Progress                                                                           | After                                                                               |
|----|------------|-------------------|----------------|------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1  | 10-07-2025 | MODERNVET ACADEMY | DUSTING        | KURSI            |  |  |  |
| 2  | 10-07-2025 | MODERNVET ACADEMY | DUSTING        | KURSI            |  |  |  |

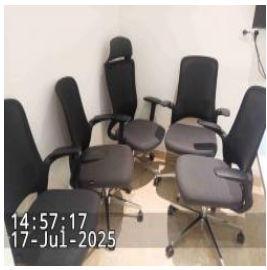


| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|-------------------|----------------|------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 11-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           | <br>11:29:01<br>11-Jul-2025 | <br>11:34:25<br>11-Jul-2025 | <br>11:41:36<br>11-Jul-2025 |
| 2  | 11-07-2025 | MODERNVET ACADEMY | DUSTING        | TANGGA           | <br>11:13:42<br>11-Jul-2025 | <br>11:16:15<br>11-Jul-2025 | <br>11:27:16<br>11-Jul-2025 |

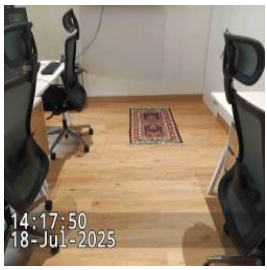
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                                | Progress                                                                                                               | After                                                                                                                   |
|----|------------|-------------------|----------------|------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1  | 14-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           |  <div>15:44:38<br/>14-Jul-2025</div> |  <div>15:47:23<br/>14-Jul-2025</div> |  <div>15:54:05<br/>14-Jul-2025</div> |
| 2  | 14-07-2025 | MODERNVET ACADEMY | GLASS CLEANING | KACA             |  <div>16:10:24<br/>14-Jul-2025</div> |  <div>16:11:58<br/>14-Jul-2025</div> |  <div>16:27:51<br/>14-Jul-2025</div> |

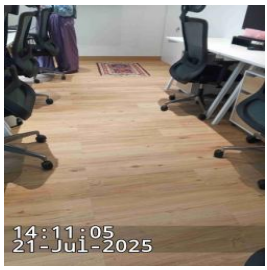
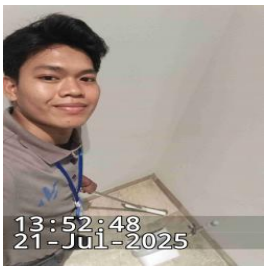
| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------|-----------------|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 15-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>15:51:58<br>15-Jul-2025  | <br>15:52:54<br>15-Jul-2025  | <br>16:05:24<br>15-Jul-2025  |
| 2  | 15-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>11:38:37<br>15-Jul-2025  | <br>11:39:59<br>15-Jul-2025  | <br>12:17:49<br>15-Jul-2025  |
| 3  | 15-07-2025 | MODERNVET ACADEMY | MOPPING         | LANTAI           | <br>13:10:27<br>15-Jul-2025 | <br>13:11:45<br>15-Jul-2025 | <br>13:22:24<br>15-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                                                        | Progress                                                                                                       | After                                                                                                           |
|----|------------|-------------------|-----------------|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1  | 16-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             | <br>13:05:08<br>16-Jul-2025  | <br>13:08:03<br>16-Jul-2025  | <br>13:18:15<br>16-Jul-2025  |
| 2  | 16-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             | <br>13:48:32<br>16-Jul-2025  | <br>13:49:50<br>16-Jul-2025  | <br>14:04:20<br>16-Jul-2025  |
| 3  | 16-07-2025 | MODERNVET ACADEMY | TOILET CLEANING | TOILET BAWAH     | <br>14:38:25<br>16-Jul-2025 | <br>14:40:21<br>16-Jul-2025 | <br>14:54:39<br>16-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                             | Progress                                                                            | After                                                                                |
|----|------------|-------------------|-----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | 17-07-2025 | MODERNVET ACADEMY | DUSTING         | KURSI            |   |   |   |
| 2  | 17-07-2025 | MODERNVET ACADEMY | DUSTING         | KURSI            |   |   |   |
| 3  | 17-07-2025 | MODERNVET ACADEMY | TOILET CLEANING | TOILET ATAS      |  |  |  |



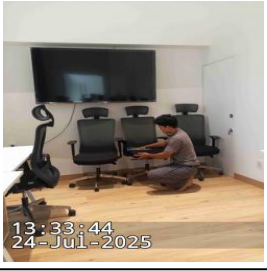
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                             | Progress                                                                            | After                                                                                |
|----|------------|-------------------|----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | 18-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           |   |   |   |
| 2  | 18-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           |   |   |   |
| 3  | 18-07-2025 | MODERNVET ACADEMY | SWEEPING       | HALAMAN BELAKANG |  |  |  |

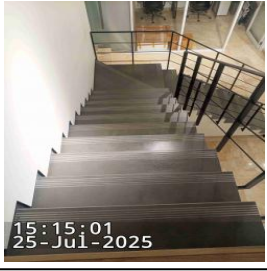
| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                     | Progress                                                                                                    | After                                                                                                        |
|----|------------|-------------------|----------------|------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1  | 21-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           |  14:03:22<br>21-Jul-2025  |  14:03:57<br>21-Jul-2025  |  14:11:05<br>21-Jul-2025  |
| 2  | 21-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           |  13:50:36<br>21-Jul-2025  |  13:52:48<br>21-Jul-2025  |  14:00:23<br>21-Jul-2025  |
| 3  | 21-07-2025 | MODERNVET ACADEMY | SWEEPING       | HALAMAN DEPAN    |  11:29:09<br>21-Jul-2025 |  11:32:10<br>21-Jul-2025 |  11:51:08<br>21-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|-------------------|-----------------|------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 22-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>14:19:34<br>22-Jul-2025 | <br>14:21:19<br>22-Jul-2025 | <br>14:35:02<br>22-Jul-2025 |
| 2  | 22-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          | <br>13:59:12<br>22-Jul-2025 | <br>13:59:57<br>22-Jul-2025 | <br>14:15:54<br>22-Jul-2025 |

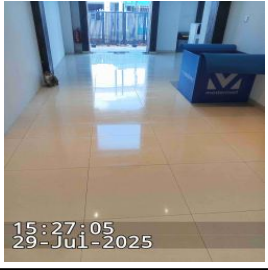


| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before | Progress | After |
|----|------------|-------------------|----------------|------------------|--------|----------|-------|
| 1  | 23-07-2025 | MODERNVET ACADEMY | DUSTING        | MEJA             |        |          |       |
| 2  | 23-07-2025 | MODERNVET ACADEMY | DUSTING        | MEJA             |        |          |       |

| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                            | Progress                                                                           | After                                                                               |
|----|------------|-------------------|----------------|------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1  | 24-07-2025 | MODERNVET ACADEMY | DUSTING        | KURSI            |  |  |  |
| 2  | 24-07-2025 | MODERNVET ACADEMY | DUSTING        | KURSI            |  |  |  |

| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                            | Progress                                                                                                           | After                                                                                                               |
|----|------------|-------------------|----------------|------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1  | 25-07-2025 | MODERNVET ACADEMY | SWEEPING       | LANTAI           |  <p>10:43:46<br/>25-Jul-2025</p> |  <p>10:46:17<br/>25-Jul-2025</p> |  <p>10:56:58<br/>25-Jul-2025</p> |
| 2  | 25-07-2025 | MODERNVET ACADEMY | DUSTING        | TANGGA           |  <p>15:04:43<br/>25-Jul-2025</p> |  <p>15:06:50<br/>25-Jul-2025</p> |  <p>15:15:01<br/>25-Jul-2025</p> |

| No | Tanggal    | Area              | Item Pekerjaan | Detail Pekerjaan | Before                                                                                                       | Progress                                                                                                      | After                                                                                                          |
|----|------------|-------------------|----------------|------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1  | 28-07-2025 | MODERNVET ACADEMY | MOPPING        | LANTAI           | <br>13:48:56<br>28-Jul-2025 | <br>13:52:05<br>28-Jul-2025 | <br>14:00:51<br>28-Jul-2025 |
| 2  | 28-07-2025 | MODERNVET ACADEMY | GLASS CLEANING | KACA             | <br>15:57:21<br>28-Jul-2025 | <br>16:00:45<br>28-Jul-2025 | <br>16:32:30<br>28-Jul-2025 |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before                                                                             | Progress                                                                            | After                                                                                |
|----|------------|-------------------|-----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1  | 29-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          |   |   |   |
| 2  | 29-07-2025 | MODERNVET ACADEMY | PLAFON CLEANING | CEILING          |   |   |   |
| 3  | 29-07-2025 | MODERNVET ACADEMY | MOPPING         | LANTAI           |  |  |  |

| No | Tanggal    | Area              | Item Pekerjaan  | Detail Pekerjaan | Before | Progress | After |
|----|------------|-------------------|-----------------|------------------|--------|----------|-------|
| 1  | 30-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             |        |          |       |
| 2  | 30-07-2025 | MODERNVET ACADEMY | DUSTING         | MEJA             |        |          |       |
| 3  | 30-07-2025 | MODERNVET ACADEMY | TOILET CLEANING | TOILET BAWAH     |        |          |       |