

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung D BOTANICA BANDUNG

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 REKAP ABSENSI

LAPORAN TABEL PERIODIK



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	2003161	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	H	27	0	0	1	4	0	0	0	-
	DINI LASMINI																															G											
2	2003396	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	-
	ATOILAH SOLAHUDIN AZMI																																										
3	2003401	CS-LEADER	O	h	H	H	H	h	H	O	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	S	H	H	O	h	H	H	H	25	0	0	0	5	1	0	0	-	
	DESY AGUSTIN ARYANTI																																										
4	2003402	CLEANER	H	H	H	H	O	H	H	H	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	28	0	0	0	3	0	0	0	-	
	EFFENDI DWI SUTANTO																																										
5	2003404	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	0	5	0	0	0	-	
	ERRY ERIANTO																																										
6	2003409	CLEANER	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	O	H	H	H	H	27	0	0	0	4	0	0	0	-	
	MUHAMMAD FIQRI																																										
7	2003410	CLEANER	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	O	H	H	H	H	27	0	0	0	4	0	0	0	-	
	NENDI SUPRIAN																																										
8	2003413	CLEANER	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	O	H	H	H	H	H	27	0	0	0	4	0	0	0	-	
	RICKY AFEIF HERWANTHO																																										
9	2003428	CS-SUPERVISOR	H	H	H	O	H	H	H	H	H	H	H	H	O	H	H	H	h	H	O	H	H	H	H	H	O	H	H	H	H	H	h	27	0	0	0	4	0	0	0	-	
	SUPRIATNA																																										
10	2003431	CS-LEADER	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	h	H	H	O	H	H	H	H	H	27	0	0	1	4	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	
	REXI NOVICE																									G																	
11	2003453	CLEANER	H	H	H	H	O	H	A	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	h	H	H	H	H	H	H	27	0	1	1	3	0	0	0	-
	ABDAN SYAKURO								G																																		
12	2003457	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	I	h	25	1	0	0	5	0	0	0	-	
	SITI ATISAH																																										
13	2003497	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	-	
	ASRI WULANDARI																																										
14	2003498	CLEANER	H	H	H	O	I	H	H	H	H	H	h	H	H	S	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	h	26	1	0	0	3	1	0	0	-	
	ARIZAL LULOH																																										
15	2003499	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	0	4	0	0	0	-	
	AGUNG NUGRAHA																																										
16	2003521	CLEANER	H	H	H	O	H	H	SR	H	H	IR	O	H	H	H	H	H	H	O	H	H	H	h	H	H	O	H	H	H	H	H	H	25	0	0	1	4	0	1	1	-	
	REGISTA RHOEOPRICORNA PRAMANARA															G																											
17	2003531	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	O	H	H	H	H	H	H	27	0	0	1	4	0	0	0	-	
	SUSANTI																							-								G											
18	2003533	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	-	
	ARIS KUSDIAN																																										
19	2003576	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	0	5	0	0	0	-	
	ANGGI PUJI SANDIANA																																										

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	
20	2003592	CLEANER	H	h	H	O	H	H	H	H	H	H	H	H	H	O	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	27	0	0	1	4	0	0	0	-
	AZHAR LASAMBU						G																																				
21	2003602	CLEANER	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	H	H	H	O	H	H	H	26	0	0	1	5	0	0	0	-
	MIA AUDINA																						G																				
22	2003635	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	I	26	1	0	0	4	0	0	0	-	
	SISKA AMELIA																																										
23	2003636	CLEANER	H	H	H	H	H	O	A	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	26	0	1	0	4	0	0	0	-
	YOSEF ABDUL HOLIK																																										
24	2003666	CLEANER	H	H	H	H	H	H	O	H	H	H	O	H	H	I	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	26	1	0	1	4	0	0	0	-
	YOGA NUGRAHA											G																															
25	2003683	CLEANER	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	SR	SR	H	H	h	H	H	H	H	H	H	H	27	0	0	0	2	0	2	0	-
	BELLA FISKA																																										
26	2003721	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	O	H	H	H	H	H	H	H	27	0	0	0	4	0	0	0	-
	SEPTIADI																																										
27	2003855	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	O	H	H	H	H	H	H	H	27	0	0	0	4	0	0	0	-
	YUNI SALASWATI																																										
28	2003857	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	H	26	0	0	0	5	0	0	0	-
	ZAENAL SETIAWAN																																										
29	2003952	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	H	27	0	0	1	4	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		
	CECEP SAPRUDIN																										G																	
30	2003965	CLEANER	O	H	H	H	H	H	H	h	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	27	0	0	1	4	0	0	0	-		
	AHMAD JAKARIA															G																												
31	2004039	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	S	H	O	H	H	H	H	26	0	0	0	4	1	0	0	-		
	TISNA																																											
Total :																																		823	4	2	10	125	3	3	1			

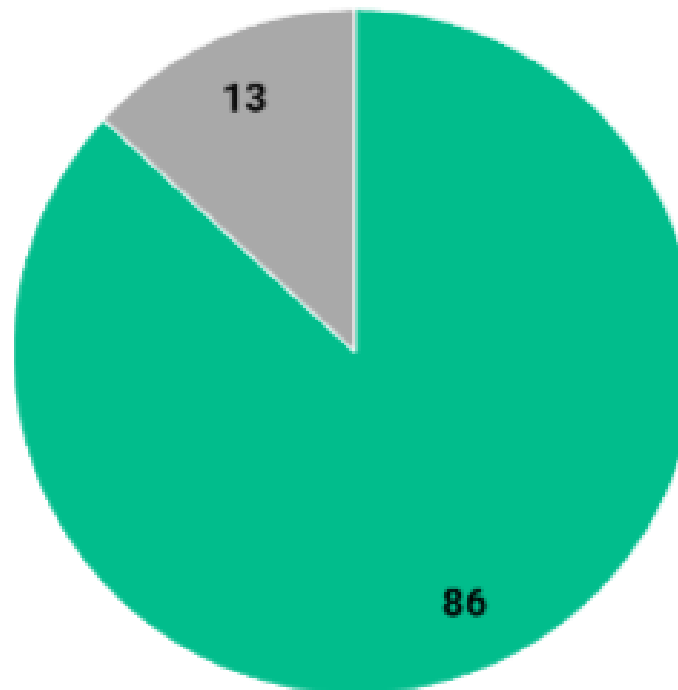
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ADE ANA	UMAR		Nama
	2025-08-16 09:18:31	2025-08-18 09:43:42	Tgl	Tgl

TOTAL JADWAL : 961 MP

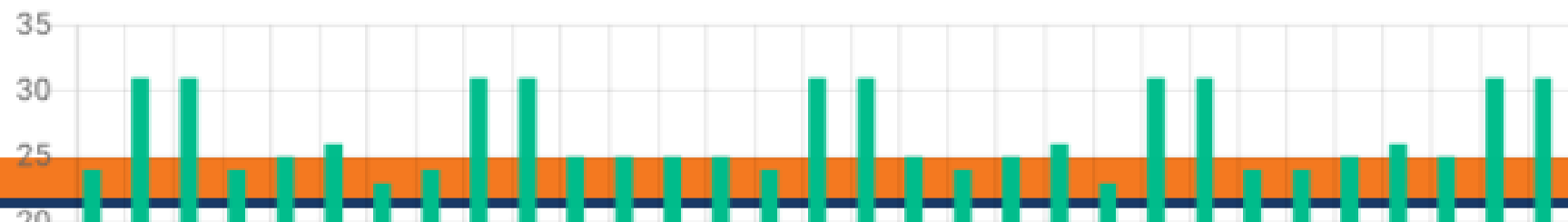
HADIR : 827 MP

OFF : 125 MP

TIDAK HADIR : 3 MP



Monthly : August





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
							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	MG		
							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		
GF																																							
1	KACA-KACA	GLASS CLEANING	0	3	0	0																	P			P	A	P	A									3	2
2	PLAPOND	R.O.C	0	3	0	0																P	A							P	A				P	A		3	3
3	TOILET CLEANING	GENERAL CLEANING	0	3	0	0								P	A			P								P	A										3	2	
4	KARPET SINTESIS	VACUMING	0	2	0	0												P	A		P	A															2	2	
LANTAI 1																																							
1	KACA-KACA	GLASS CLEANING	0	3	0	0	P	A				P	A			P	A																				3	3	
2	PLAPOND	R.O.C	0	2	0	0					P	A			P	A																					2	2	
3	LANTAI KERAMIK FC	WASHING	0	2	0	0											P	A		P	A																2	2	
4	TREATMENT ATRIFICIAL	GENERAL CLEANING	0	2	0	0	P	A															P														2	1	
5	SIGNATE AREA	DUSTING	0	2	0	0																				P	A		P	A								2	2
6	TOILET CLEANING	GENERAL CLEANING	0	3	0	0				P	A			P	A																				P	A		3	3
7	KARPET SINTESIS	VACUMING	0	3	0	0	P	A												P	A	P	A														3	3	
8	BOTH TENAN	DUSTING	0	2	0	0																			P	A					P	A					2	2	
LGF																																							
1	KACA-KACA	GLASS CLEANING	0	2	0	0									P	A										P	A										2	2	
2	PLAPOND	R.O.C	0	2	0	0																			P	A					P	A					2	2	
3	TEMPAT SAMPAH	WASHING	0	2	0	0													P	A		P	A														2	2	
4	KACA ATAS LOBY MONSTERA	GLASS CLEANING	0	0	2	0	P	A					P	X																							2	1	
5	PARKIRAN	BRUSHING	0	1	0	0											P	A																			1	1	
6	TOILET CLEANING	GENERAL CLEANING	0	2	0	0												P		P	A																2	1	
SB																																							
1	LANTAI KERAMIK	BRUSHING	0	2	0	0						P	A								P	A															2	2	
2	KACA-KACA	GLASS CLEANING	0	2	0	0																				P	A					P	A				2	2	
3	PLAPOND	R.O.C	0	2	0	0									P	A												P	A								2	2	
4	KANTOR OPS	GENERAL CLEANING	0	2	0	0						P	X					P	A																		2	1	

[illegible]

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

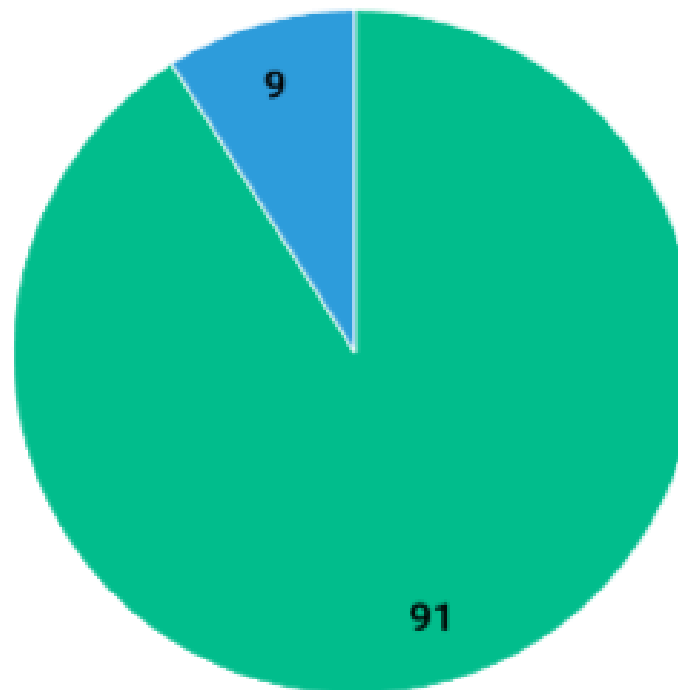
PEKERJAAN : 54

REALISASI : 49

DIALIHKAN : 0

BELUM APPROVE : 5

BELUM UPLOAD : 0



Monthly : August

