

LAPORAN BULANAN CLEANING SERVICE

Proyek :
T TELKOM LANDMARK TOWER (
MANYAR SURABAYA)



Periode :

AGUSTUS 2025

Disusun Oleh :

ENGGAR ARININTA MUNDININGRUM

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 T TELKOM LANDMARK TOWER (MANYAR SURABAYA)

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 TURNOVER

LAPORAN MESIN



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
1	13005660	SILMI AULIA RAMADHANI	ADM_MAIL_ROOM	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
2	13005659	ASARELLA SARI MEDITA	CS-SUPPORT	MD1	OFF	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	OFF	OFF	MD1	MD1	MD1	MD1
3	13005657	ZAINUN ABIDIN	HR-STAFF-ENGINEERING	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
4	13005656	AGUSTIYAN WAHYU PRIHATNA	HR-STAFF-ENGINEERING	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1	HP 4	OFF	OFF	OFF	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1
5	13005655	YULI LISTIANTO	HR-STAFF-ENGINEERING	OFF	OFF	HM	HM	HM	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM
6	13005654	ANDHIKA IFFASALAM	HR-STAFF-ENGINEERING	HS1	HS1	HP 4	OFF	OFF	HM	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4
7	13005652	MOKHAMAD ARI SYAIFUDIN	PARKING_ATTENDANT	HP 5	OFF	OFF	HS 2	HS 2	HS 2	HP 5	HS 2	HP 5	OFF	HP 5	HP 5	HS 2	HP 5	HP 5	OFF	OFF	HS 2	HS 2	HS 2	HP 5	HS 2	WD	OFF	HP 5	HP 5	HP 5	HS 2
8	13005651	WAHYU IKHSAN MALDINI	PARKING_ATTENDANT	HS 2	HP 5	OFF	HP 5	HP 5	HP 5	MD6	HP 5	OFF	OFF	HS 2	HS 2	HP 5	HS 2	HS 2	WD	OFF	HP 5	HP 5	HP 5	HS 2	HP 5	OFF	OFF	HS 2	HS 2	HS 2	HP 5
9	13005650	INDRA DARMAWAN	PARKING_ATTENDANT	MD1	OFF	OFF	MD2	MD2	MD2	MD2	MD2	OFF	OFF	MD2	MD2	MD2	MD2	MD2	OFF	OFF	MD2	MD2	MD2	MD2	MD2	OFF	OFF	MD2	MD2	MD2	MD2
10	13005649	DAVIT FAKHIH ISNANTO	GONDOLA	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5
11	13005648	ARIF TEGUH PAMUNGKAS	GONDOLA	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5
12	13005647	ALIEF BAGUS LAKSONO	GONDOLA	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	HP3	OFF	HP 5	HP 5	HP 5	HP 5
13	13005646	FEBRIAN RIZKI RAHMA DANI	CLEANER	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP	HP3
14	13005645	ACHMAD FIRZA NUGRAHA	CLEANER	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF
15	13005644	PUJI LESTARI	CLEANER	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6
16	13005643	RINI PUSPITASARI	CLEANER	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	HP3	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6
17	13005642	MUHAMMAD HARIS HIDAYAT	CLEANER	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP
18	13005641	MUHAMAD ARIF	CLEANER	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP
19	13005640	MOHAMMAD ABDUL ROKHIM	CLEANER	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP
20	13005639	INAS HANIFAH	CLEANER	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6

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
21	13005638	GILANG SATRIA RAKASIWI	CLEANER	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6
22	13005637	MOH ISHAK	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
23	13005636	NADIA PUTRI MUSTHAFIDAH	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
24	13005635	ACHMAD AROFAH	CLEANER	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6
25	13005634	HILMAN IZHAR MARUF	CLEANER	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6
26	13005633	OKVIA MARGAWATI	CLEANER	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP
27	13005632	ISTIFARRONIA	CLEANER	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP
28	13005631	RETNO KUSUMA DEWI	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	MD5	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
29	13005630	WAHYU RIZAL KHAN	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
30	13005629	AINUL YAKIN	CLEANER	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6
31	13005620	ARDI WAHYU NUGROHO	CS_SENIOR_CLEANER	HP 1	HP 1	HP 1	HS	HS	OFF	OFF	HP 1	HP 1	HP 1	HS	HS	OFF	OFF	HS	HP 1	HP 1	HS	HS	OFF	OFF	HP 1	HP 1	HP 1	HS	HS	OFF	OFF
32	13005628	RENY DWI LESTARI	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
33	13005627	UDIN NASRULLAH	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
34	13005626	M BAGUS CAHYA SETIAWAN	CLEANER	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP
35	13005625	HANDRIAS KUNTARDI	CLEANER	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP
36	13005624	ONGKY OKTAVANDIA SAPUTRA	CLEANER	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6
37	13005623	MUHAMMAD NASICHUN AMIN	CS-GARDENER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
38	13005622	EDO PUTRA ANGGARA	CS_SENIOR_CLEANER	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	MD1	MD1	MD1	MD1
39	13005621	YUNI HARI KARTIKA	CS_SENIOR_CLEANER	HS	HS	HS	HP 2	HP 2	OFF	OFF	HS	HS	HS	HP 1	HP 1	OFF	OFF	HP 1	HS	HS	HP 1	HP 1	OFF	OFF	HP 1	HS	HS	HP 1	HP 1	OFF	OFF
40	13005661	MUHAMMAD FERDI JOHAN	CLEANER	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6
41	13005662	MUHAMMAD ABI SARWAN AL HAZMI	TEKNISI	HP 4	HP 4	OFF	OFF	OFF	HM	HS1	HS1	HP 4	HP 4	HP 4	HP 4	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF
42	13005664	ACHMAD CHAFIDZ	CLEANER	HP	HP	HP	MD6	MD6	HP	OFF	MD6	MD6	HP	HP	HP	HP	OFF	MD6	MD6	MD6	MD6	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF

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
43	13005679	HERU KUNCORO	TEKNISI	OFF	HM	HS1	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HM	OFF	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1
44	13005663	AGUS NUGROHO CAHYO SAPUTRO	CLEANER	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP
45	13005658	FINDA ARIESTI ANDANI	CS-SUPPORT	HP 5	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	HP 5	HP 5	HP 5	HP 5	HP 5	OFF	OFF	MD1	MD1	MD1	MD1	MD1	OFF	OFF	HP 5	HP 5	HP 5	HP 5
46	13005729	DIMAS DWI YUDA SETYAWAN	HR-STAFF-ENGINEERING	HS1	HS1	HS1	HP 4	HM	OFF	OFF	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF
Total MP Shift Pagi:				39	29	11	39	39	36	36	39	29	11	40	40	36	35	39	28	11	39	39	36	35	40	28	11	39	39	36	35
Total MP Shift Siang:				4	3	4	4	3	3	2	4	3	3	4	3	2	2	4	3	3	4	4	3	3	3	3	3	4	4	3	3
Total MP Shift Malam:				1	2	1	1	2	2	1	1	1	2	2	2	1	2	2	1	1	2	2	1	1	2	2	1	1	2	2	1
Total MP Libur:				2	12	30	2	2	5	7	2	13	30	0	1	7	7	1	13	31	1	1	6	7	1	12	31	2	1	5	7
Total MP :				46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	45	46	46	46	46	46	46	45	46	46	46	46	46

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									
Total :																																0	0	0	0	0	0	0	0												

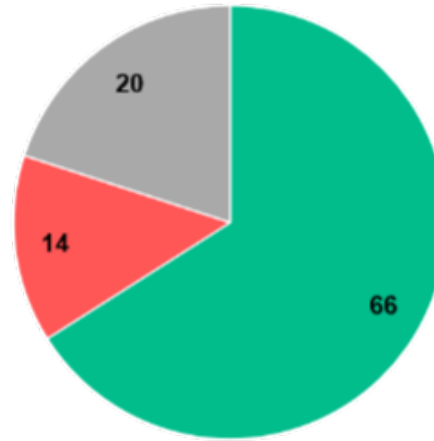
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G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

TOTAL JADWAL : 1431 MP

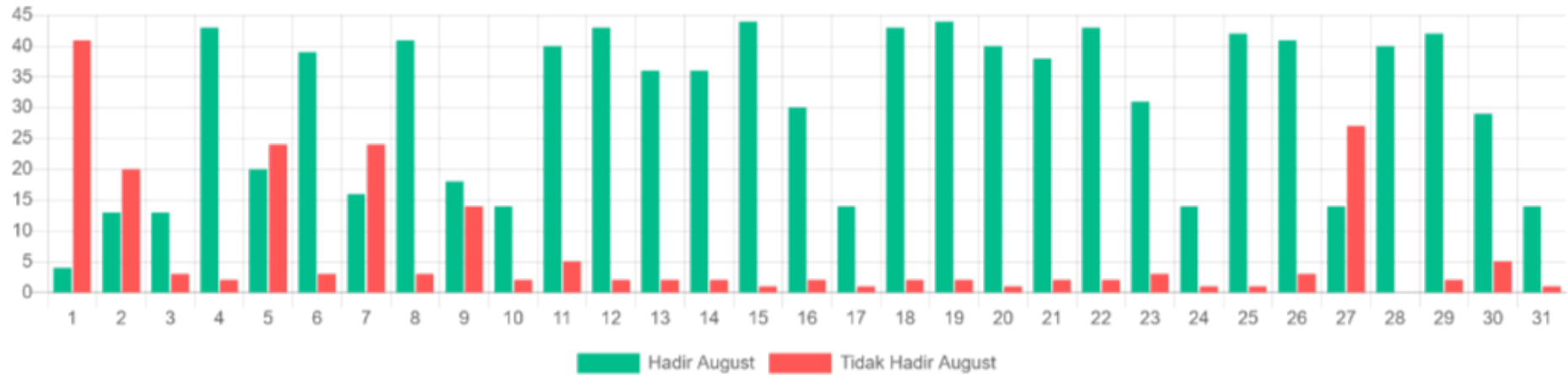
HADIR : 939 MP

OFF : 289 MP

TIDAK HADIR : 203 MP



Monthly : August





LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER



LAPORAN MESIN

No	Kode Mesin	Jenis Mesin	Merk Mesin	Foto Depan	Foto Samping	Status Baik	Status Rusak
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