

LAPORAN BULANAN CLEANING SERVICE

Proyek :
CV. INSAN BINA CIPTA CEMERLANG (IBCC)



Periode :

AGUSTUS 2025

Disusun Oleh :

DERI EKA PRATAMA

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

[illegible]

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	31	H	I	A	G	O	S	SR	IR	Keterangan		
1	2003326	CS-LEADER	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	H	27	0	0	0	4	0	0	0	-	
	DERI EKA PRATAMA																																											
2	2003346	CLEANER	H	A	O	H	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	O	25	0	1	2	5	0	0	0	-		
	NANDI HERNANDI																																											
3	2003510	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	H	O	H	H	H	27	0	0	0	4	0	0	0	-		
	VERI FIRMANSYAH																																											
4	2003511	CLEANER	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	h	I	H	H	H	O	H	H	H	H	H	H	O	H	H	H	25	1	0	0	5	0	0	0	-		
	SUHARYANTO																																											
5	2003534	CLEANER	H	O	H	H	H	H	A	H	O	A	A	H	H	H	H	O	h	H	H	H	H	H	O	H	H	H	h	H	H	O	H	23	0	3	0	5	0	0	0	-		
	DANISSA FATIMAH DWI LUGINA																																											
6	2003698	CLEANER	H	A	H	O	H	H	H	H	O	H	H	h	S	h	H	O	A	H	H	H	H	H	O	H	I	A	A	I	[]	[]	18	2	4	0	4	1	0	0	SUDAH_CLEARENSHEET			
	SITI YUANITA																																											
7	2004120	CLEANER	H	H	A	H	O	H	H	H	H	H	H	O	H	H	h	H	H	H	O	A	H	H	A	H	H	O	H	H	H	H	H	24	0	3	3	4	0	0	0	-		
	SANJAYA SANTIKA LESMANA															G																												
Total :																																		169	3	11	5	31	1	0	0			

Keterangan :	Operation	OA	Check & Import Payroll	Verification
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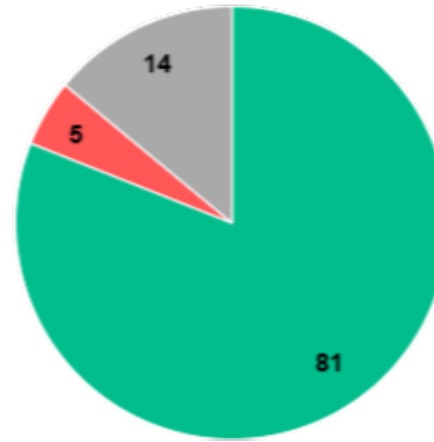
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	SUMARNA	UMAR		Nama
	2025-08-16 07:17:45	2025-08-18 09:35:18	Tgl	Tgl

TOTAL JADWAL : 216 MP

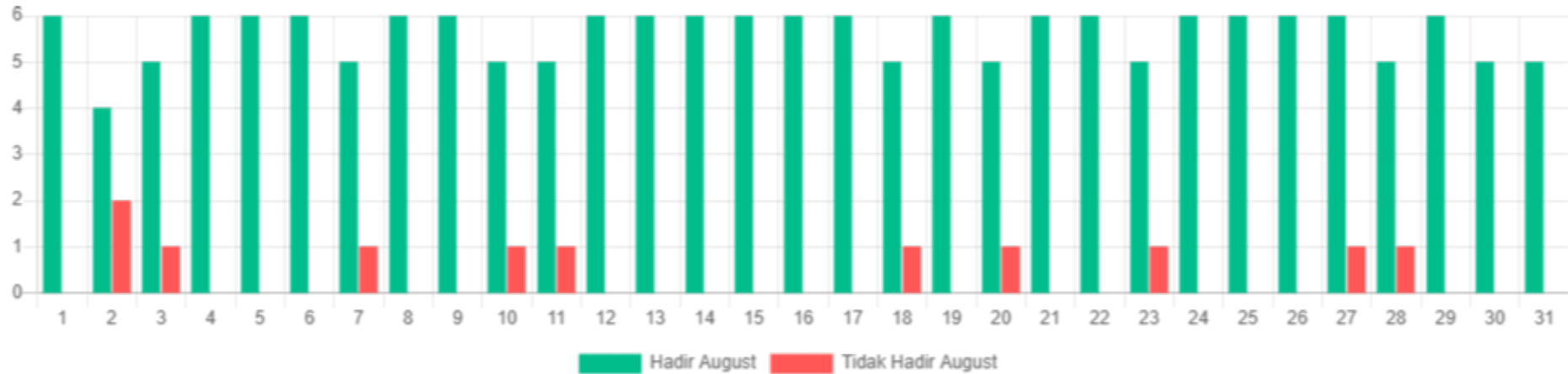
HADIR : 174 MP

OFF : 31 MP

TIDAK HADIR : 11 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			A	P
TOILET KAWASAN																																									
1	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	REMOVAL OF COBWEB	0	3	0	0	P	X														P	A												P	A		3	2		
2	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	DUSTING	0	3	0	0	P	X														P	A												P	A		3	2		
3	WASTAFEL, URINAL, KLOSET	SPOTTING	0	3	0	0	P	X														P	A												P	A		3	2		
4	CERMIN WASTAFEL	GLASS CLEANING	0	3	0	0	P	X														P	A												P	A		3	2		
5	LANTAI	BRUSHING	0	3	0	0	P	X														P	A												P	A		3	2		
TOILET UG																																									
1	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	REMOVAL OF COBWEB	0	3	0	0		P	X													P	A												P		3	1			
2	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	DUSTING	0	3	0	0		P	X													P	A												P		3	1			
3	WASTAFEL, URINAL, KLOSET	SPOTTING	0	3	0	0		P	X													P	A												P		3	1			
4	CERMIN WASTAFEL	GLASS CLEANING	0	3	0	0		P	X													P	A												P		3	1			
5	LANTAI	BRUSHING	0	3	0	0		P	X													P	A												P		3	1			
AREA KAWASAN																																									
1	PLAFOND	REMOVAL OF COBWEB	0	3	0	0			P	X													P	A						P	A							3	2		
2	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	DUSTING	0	3	0	0			P	X													P	A						P	A							3	2		

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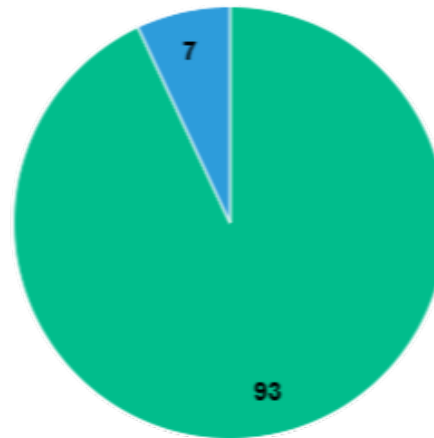
PEKERJAAN : 70

REALISASI : 65

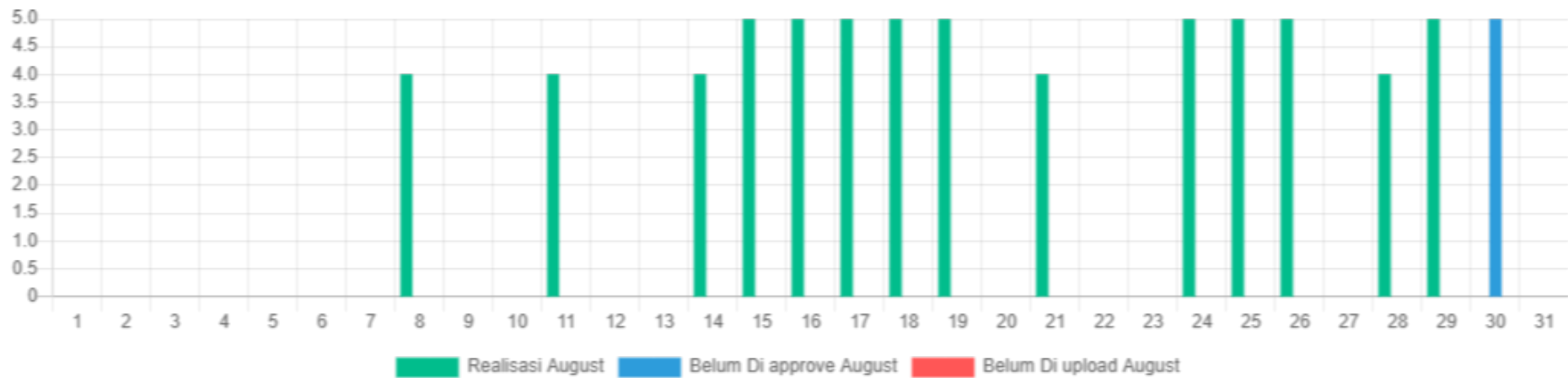
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BELUM APPROVE : 5

BELUM UPLOAD : 0



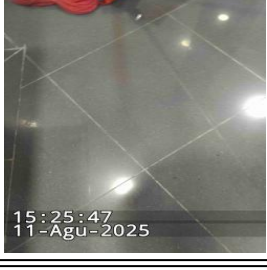
Monthly : August

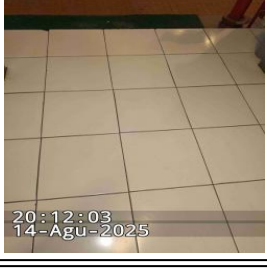


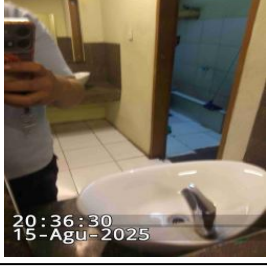
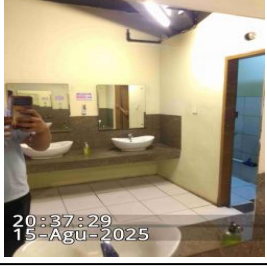
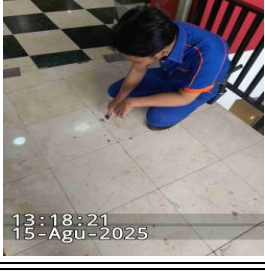


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	08-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 14:36:57 08-Agu-2025	 14:37:30 08-Agu-2025	 14:38:05 08-Agu-2025
2	08-08-2025	ALL AREA 2	DUSTING	AIR FRESNER, SIGNAGE	 14:26:44 08-Agu-2025	 14:27:23 08-Agu-2025	 14:27:50 08-Agu-2025
3	08-08-2025	ALL AREA 2	SPOTTING	DINDING, PINTU	 14:23:07 08-Agu-2025	 14:23:41 08-Agu-2025	 14:24:18 08-Agu-2025
4	08-08-2025	ALL AREA 2	BRUSHING	LANTAI	 14:25:08 08-Agu-2025	 14:25:44 08-Agu-2025	 14:26:02 08-Agu-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 11:33:41 11-Agu-2025	 11:35:32 11-Agu-2025	 11:36:19 11-Agu-2025
2	11-08-2025	ALL AREA 2	DUSTING	AIR FRESNER, SIGNAGE	 11:44:07 11-Agu-2025	 11:44:42 11-Agu-2025	 11:45:44 11-Agu-2025
3	11-08-2025	ALL AREA 2	SPOTTING	DINDING, PINTU	 15:28:09 11-Agu-2025	 15:28:28 11-Agu-2025	 15:28:49 11-Agu-2025
4	11-08-2025	ALL AREA 2	BRUSHING	LANTAI	 15:25:47 11-Agu-2025	 15:26:03 11-Agu-2025	 15:26:57 11-Agu-2025

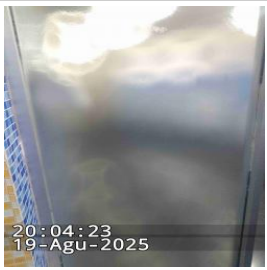
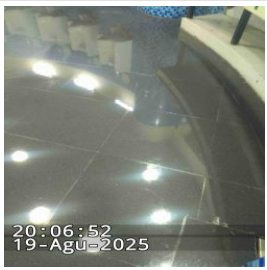
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	14-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 20:07:11 14-Agu-2025	 20:07:30 14-Agu-2025	 20:07:48 14-Agu-2025
2	14-08-2025	ALL AREA 2	DUSTING	AIR FRESNER, SIGNAGE	 20:14:29 14-Agu-2025	 20:14:45 14-Agu-2025	 20:15:15 14-Agu-2025
3	14-08-2025	ALL AREA 2	SPOTTING	DINDING, PINTU	 20:12:53 14-Agu-2025	 20:13:10 14-Agu-2025	 20:13:33 14-Agu-2025
4	14-08-2025	ALL AREA 2	BRUSHING	LANTAI	 20:10:33 14-Agu-2025	 20:11:45 14-Agu-2025	 20:12:03 14-Agu-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-08-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 20:38:23 15-Agu-2025	 20:38:45 15-Agu-2025	 20:39:09 15-Agu-2025
2	15-08-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 20:39:52 15-Agu-2025	 20:40:27 15-Agu-2025	 20:40:55 15-Agu-2025
3	15-08-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 20:33:51 15-Agu-2025	 20:35:03 15-Agu-2025	 20:35:18 15-Agu-2025
4	15-08-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 20:36:30 15-Agu-2025	 20:36:51 15-Agu-2025	 20:37:29 15-Agu-2025
5	15-08-2025	ALL AREA 2	BRUSHING	LANTAI	 13:17:15 15-Agu-2025	 13:18:21 15-Agu-2025	 13:22:27 15-Agu-2025

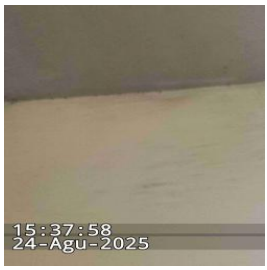
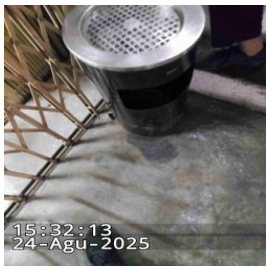
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1	16-08-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 13:41:51 16-Agu-2025	 13:42:30 16-Agu-2025	 13:42:56 16-Agu-2025
2	16-08-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 13:46:32 16-Agu-2025	 13:47:31 16-Agu-2025	 13:48:00 16-Agu-2025
3	16-08-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 13:39:14 16-Agu-2025	 13:40:23 16-Agu-2025	 13:40:42 16-Agu-2025
4	16-08-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 13:33:57 16-Agu-2025	 13:34:33 16-Agu-2025	 13:35:39 16-Agu-2025
5	16-08-2025	ALL AREA 2	BRUSHING	LANTAI	 13:38:40 16-Agu-2025	 13:39:38 16-Agu-2025	 13:39:59 16-Agu-2025

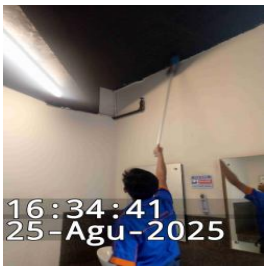
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1	17-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 20:41:22 17-Agu-2025	 20:41:41 17-Agu-2025	 20:42:11 17-Agu-2025
2	17-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 14:25:24 17-Agu-2025	 14:25:48 17-Agu-2025	 14:26:16 17-Agu-2025
3	17-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 14:09:27 17-Agu-2025	 14:10:05 17-Agu-2025	 14:10:20 17-Agu-2025
4	17-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 14:18:24 17-Agu-2025	 14:18:39 17-Agu-2025	 14:20:11 17-Agu-2025
5	17-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 14:38:43 17-Agu-2025	 14:39:08 17-Agu-2025	 14:40:05 17-Agu-2025

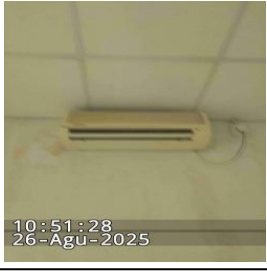
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1	18-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 20:04:17 18-Agu-2025	 20:04:48 18-Agu-2025	 20:06:08 18-Agu-2025
2	18-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 17:41:33 18-Agu-2025	 17:41:50 18-Agu-2025	 17:42:37 18-Agu-2025
3	18-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 17:43:30 18-Agu-2025	 20:09:46 18-Agu-2025	 20:10:13 18-Agu-2025
4	18-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 20:01:52 18-Agu-2025	 20:02:09 18-Agu-2025	 20:02:41 18-Agu-2025
5	18-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 17:34:43 18-Agu-2025	 17:35:40 18-Agu-2025	 17:37:03 18-Agu-2025

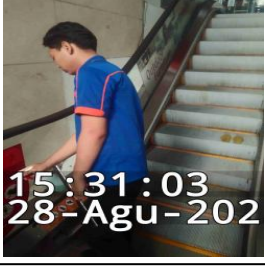
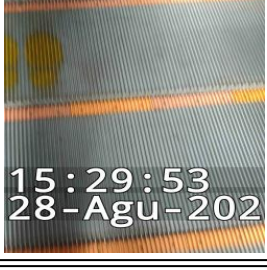
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1	19-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 16:03:34 19-Agu-2025	 19:53:32 19-Agu-2025	 19:53:51 19-Agu-2025
2	19-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 20:01:16 19-Agu-2025	 20:01:35 19-Agu-2025	 20:01:51 19-Agu-2025
3	19-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 19:56:44 19-Agu-2025	 19:57:03 19-Agu-2025	 19:57:21 19-Agu-2025
4	19-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 20:03:06 19-Agu-2025	 20:03:50 19-Agu-2025	 20:04:23 19-Agu-2025
5	19-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 20:05:21 19-Agu-2025	 20:06:06 19-Agu-2025	 20:06:52 19-Agu-2025

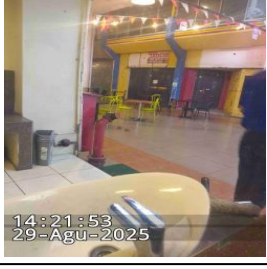
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1	21-08-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP			
2	21-08-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY			
3	21-08-2025	ALL AREA 2	GLASS CLEANING	KACA			
4	21-08-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 15:37:19 24-Agu-2025	 15:37:34 24-Agu-2025	 15:37:58 24-Agu-2025
2	24-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 15:21:22 24-Agu-2025	 15:21:51 24-Agu-2025	 15:23:42 24-Agu-2025
3	24-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 15:32:13 24-Agu-2025	 15:33:10 24-Agu-2025	 15:33:26 24-Agu-2025
4	24-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 15:27:14 24-Agu-2025	 15:27:46 24-Agu-2025	 15:28:11 24-Agu-2025
5	24-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 15:25:29 24-Agu-2025	 15:25:45 24-Agu-2025	 15:26:01 24-Agu-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 16:33:48 25-Agu-2025	 16:34:41 25-Agu-2025	 16:35:11 25-Agu-2025
2	25-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 16:36:05 25-Agu-2025	 16:36:38 25-Agu-2025	 16:37:02 25-Agu-2025
3	25-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 16:37:37 25-Agu-2025	 16:38:10 25-Agu-2025	 16:38:34 25-Agu-2025
4	25-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 15:25:17 25-Agu-202	 15:26:09 25-Agu-202	 15:26:37 25-Agu-202
5	25-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 15:27:14 25-Agu-202	 15:27:41 25-Agu-202	 15:28:00 25-Agu-202

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	26-08-2025	ALL AREA 2	REMOVAL OF COBWEB	PLAFOND	 10:40:48 26-Agu-2025	 10:41:26 26-Agu-2025	 10:42:21 26-Agu-2025
2	26-08-2025	ALL AREA 2	DUSTING	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE, BOX APAR & HYDRANT	 10:51:28 26-Agu-2025	 10:51:49 26-Agu-2025	 10:52:26 26-Agu-2025
3	26-08-2025	ALL AREA 2	SPOTTING	RUBISBIN, PILAR, DINDING, SUDUTAN LANTAI	 15:18:52 26-Agu-2025	 15:19:38 26-Agu-2025	 15:20:01 26-Agu-2025
4	26-08-2025	ALL AREA 2	GLASS CLEANING	KACA AKSES MASUK	 19:41:43 26-Agu-2025	 19:43:40 26-Agu-2025	 19:50:27 26-Agu-2025
5	26-08-2025	ALL AREA 2	WASHING	LANTAI DAN KORIDOR	 15:13:54 26-Agu-2025	 15:17:36 26-Agu-2025	 15:18:03 26-Agu-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	28-08-2025	ALL AREA 2	DUSTING	HANDRAILING, SAYAP	 15:25:11 28-Agu-2025	 15:25:30 28-Agu-2025	 15:25:48 28-Agu-2025
2	28-08-2025	ALL AREA 2	SPOTTING	BORDES LANDING, BODY	 15:28:37 28-Agu-2025	 15:29:04 28-Agu-2025	 15:29:20 28-Agu-2025
3	28-08-2025	ALL AREA 2	GLASS CLEANING	KACA	 15:30:48 28-Agu-2025	 15:31:03 28-Agu-2025	 15:32:00 28-Agu-2025
4	28-08-2025	ALL AREA 2	BRUSHING	STEPS/TANGGA	 15:13:08 28-Agu-2025	 15:17:36 28-Agu-2025	 15:29:53 28-Agu-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-08-2025	ALL AREA 2	REMOVAL OF COBWEB	AC GRILL, SMOKE DETECTOR, SIGNAL, SIGNAGE	 14:30:00 29-Agu-2025	 14:30:14 29-Agu-2025	 14:30:51 29-Agu-2025
2	29-08-2025	ALL AREA 2	DUSTING	TEMPAT SAMPAH, PINTU CUBICAL, DINDING	 14:24:19 29-Agu-2025	 14:26:15 29-Agu-2025	 14:26:31 29-Agu-2025
3	29-08-2025	ALL AREA 2	SPOTTING	WASTAFEL, URINAL, KLOSET	 14:18:34 29-Agu-2025	 14:19:59 29-Agu-2025	 14:27:11 29-Agu-2025
4	29-08-2025	ALL AREA 2	GLASS CLEANING	CERMIN WASTAFEL	 14:21:53 29-Agu-2025	 14:22:18 29-Agu-2025	 14:23:11 29-Agu-2025
5	29-08-2025	ALL AREA 2	BRUSHING	LANTAI	 14:27:49 29-Agu-2025	 14:28:09 29-Agu-2025	 14:29:11 29-Agu-2025



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
6	0	0	0	1	5	18.18

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	2003698	SITI YUANITA	CLEANER	DIPULANGKAN KE HO	2025-08-30	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 1 MP

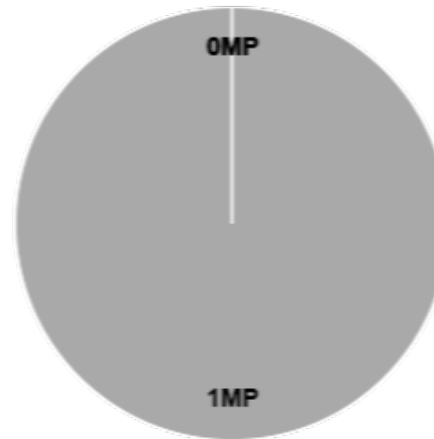
NEW : 0 MP

RESIGN : 1 MP

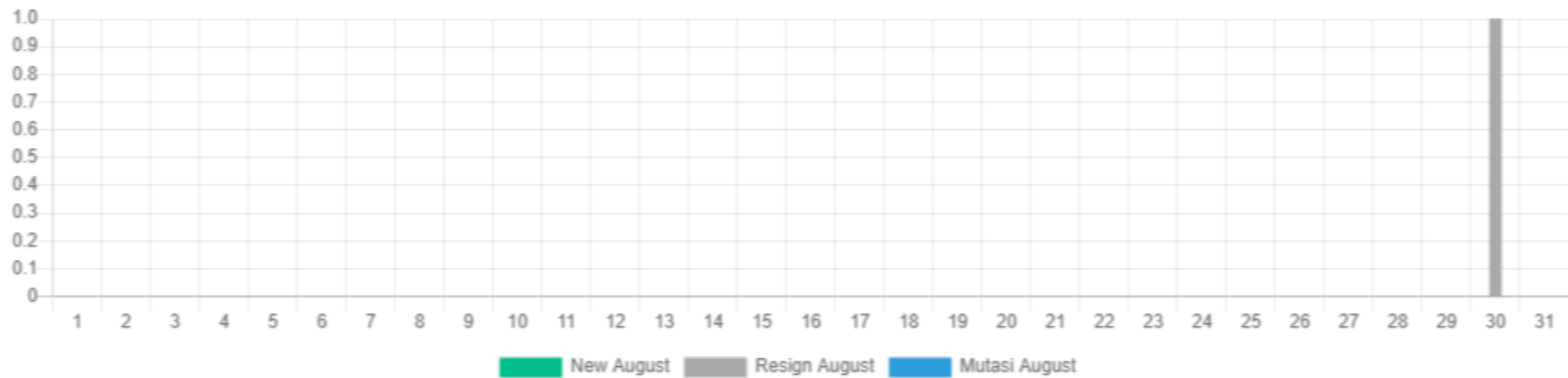
MUTASI : 0 MP

Pengawas : 0

CSO : 1



Monthly : August





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	-