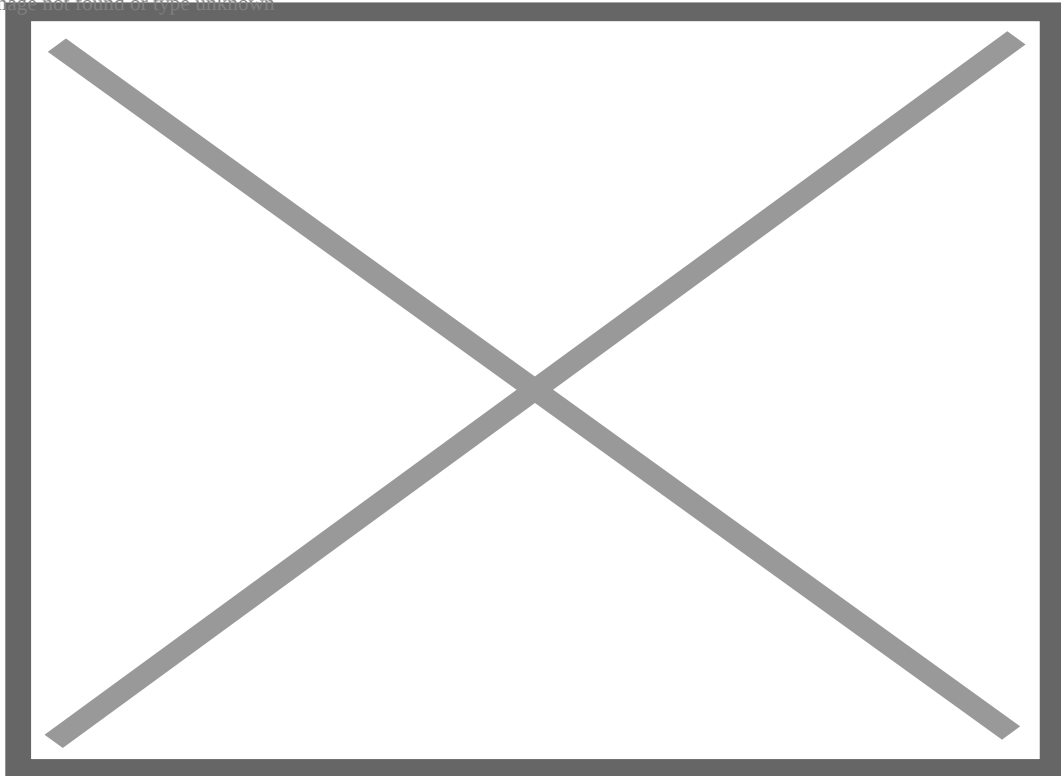


LAPORAN BULANAN CLEANING SERVICE

Proyek :
M-TOWN SIGNATURE SERPONG

Image not found or type unknown



Periode :
SEPTEMBER 2023

Disusun Oleh :
DEDI IRAWAN
CS-SUPERVISOR

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 M-TOWN SIGNATURE SERPONG

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

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	29	30
1	1011692	USUP	CLEANER	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS
2	1015098	SUBHAN	CLEANER	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM
3	1017311	DINI AHYAD	CS-GONDOLA	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP
4	1017312	MUHIDIN	CLEANER	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM
5	1018427	JIAH	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF
6	1019724	AJID	CLEANER	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS
7	1019727	CHAERUL AN	CLEANER	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP
8	1019733	SOFIAN HAR	CLEANER	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP
9	1019734	SOPIAN	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP
10	1021829	ABDIALLAH	CS-GONDOLA	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP
11	1021895	SAMSUL PAL	CLEANER	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS
12	1021938	ARI MUCHAM	CS-GONDOLA	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP
13	1022448	ARI INDRAW	CLEANER	HS	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP
14	1022600	ANDRIANSYA	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF
15	1025233	ASYARI	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS
16	1025234	SLAMET PR	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF
17	1025244	SUKODIR	CLEANER	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS
18	1025288	MUHRON	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS
19	1028318	SINTA	CLEANER	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP
20	1032907	HOLIL	CLEANER	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HS	HS	OFF	HP	HP	HP	HP	HP	HP
21	1033134	ABDUL ROHI	CLEANER	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS
22	1033200	NASRULLOH	CLEANER	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP
Total MP Shift Pagi:				10	10	7	11	11	11	11	10	10	7	11	11	11	11	10	10	7	11	11	11	11	10	10	7	11	11	11	10	10	10
Total MP Shift Siang:				7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Total MP Shift Malam:				2	2	0	2	2	2	2	2	0	2	2	2	2	2	2	2	0	2	2	2	2	2	2	0	2	2	2	2	2	2
Total MP Libur:				3	3	8	2	2	2	2	3	3	8	2	2	2	2	3	3	8	2	2	2	2	3	3	8	2	2	2	2	3	3
Total MP :				22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22

PENGAWAS

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	29	30	
1	1009262	RUDI B MAR	CS-SUPERVISOR	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	
2	1021991	YADI MULYA	CS-LEADER	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HS	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	
Total MP Shift Pagi:				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Total MP Shift Siang:				0	0	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	1	
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total MP Libur:				1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1



LAPORAN REKAP ABSENSI

No	NIK/NAMA	JABATAN/REKENING	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	R	R	I	K	Keterangan	
1	1009262	CS-SUPERVISOR	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	A	H	H	O	25	0	1	0	4	0	0	0		SUDAH_CLEARENSHEET		
	RUDI B MARTA	MANDIRI - 1640001800947																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
2	1011692	CLEANER	O	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	25	0	0	0	5	0	0	0		-		
	USUP	MANDIRI - 1550006507001																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
3	1015098	CLEANER	H	H	O	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	26	0	0	0	4	0	0	0		-		
	SUBHAN	MANDIRI - 9000043433045																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
4	1017311	CS-GONDOLA	H	H	O	H	H	H	H	H	I	R	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	25	0	0	0	4	0	0	1		-	
	DINI AHYADIN	MANDIRI - 1640002899229																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
5	1017312	CLEANER	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	26	0	0	0	4	0	0	0		SUDAH_CLEARENSHEET	
	MUHDIN	MANDIRI - 9000032289002																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
6	1018427	CLEANER	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	O	25	0	0	0	5	0	0	0		SUDAH_CLEARENSHEET		
	JIJAH	MANDIRI - 9000025236069																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
7	1019724	CLEANER	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	H	O	H	H	H	26	0	0	1	4	0	0	0		-	
	AJID	MANDIRI - 1760001641032																-	-	-	-	-	-	-	-	-	-	G	-	-	-	-												
8	1019727	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	H	O	H	H	26	0	0	0	4	0	0	0		-	
	CHAERUL ANWAR	MANDIRI - 1760001639184																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
9	1019733	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		SUDAH_CLEARENSHEET		
	SOFIAN HARDIANSYAH	MANDIRI - 1760001641024																-	-	-	-	-	-	-	-	-	-	-	-	-	-													
10	1019734	CLEANER	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	H	O	H	H	H	H	26	0	0	0	4	0	0	0		-	
	SOPIAN	MANDIRI - 1760001641040																-	-	-	-	-	-	-	-	-	-	-	-	-	-													

No	NIK/NAMA	JABATAN/REKENING	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		
11	1021829	CS-GONDOLA	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	26	0	0	0	4	0	0	0	-	
	ABDIALLAH	MANDIRI - 1760001609930																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	1021895	CLEANER	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	IR	H	H	H	H	H	25	0	0	0	4	0	0	1	-	
	SAMSUL PALAH	MANDIRI - 1640003072974																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
13	1021938	CS-GONDOLA	H	H	O	H	H	H	H	H	H	O	H	H	IR	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	25	0	0	0	4	0	0	1	SUDAH_CLEARENSHEET	
	ARI MUCHAMMAD IHSAN	MANDIRI - 1380015884591																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
14	1021991	CS-LEADER	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	O	H	25	0	0	1	5	0	0	0	-	
	YADI MULYADI	MANDIRI - 1640001541194																-	-	-	-	-	-	-	-	-	-	-	G	-	-	-	-	-	-	-	-	-	-	-	-	-	
15	1022448	CLEANER	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	H	O	H	26	0	0	0	4	0	0	0	-		
	ARI INDRAWAN	MANDIRI - 9000025235731																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
16	1022600	CLEANER	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	O	25	0	0	1	5	0	0	0	-		
	ANDRIANSYAH	MANDIRI - 1640001903949															G	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
17	1025233	CLEANER	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	H	26	0	0	1	4	0	0	0	-	
	ASYARI	MANDIRI - 1760000254381																-	-	-	-	-	-	-	G	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1025234	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	H	SR	SR	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	23	0	0	0	5	0	2	0	-		
	SLAMET PRIYADI	MANDIRI - 1760000972990																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1025244	CLEANER	H	H	H	H	O	H	H	H	H	O	H	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	26	0	0	0	4	0	0	0	-	

No	NIK/NAMA	JABATAN/REKENING	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																						
	SUKODIR	MANDIRI - 1760001524238																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
20	1025288	CLEANER	O	I	R	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	24	0	0	1	5	0	0	1	-																					
	MUHRON	MANDIRI - 1760001806502														G		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
21	1028318	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	A	H	H	H	H	H	H	H	25	0	1	1	4	0	0	0	-																					
	SINTA	MANDIRI - 1760002464970		G														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
22	1032907	CLEANER	H	A	O	A	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	A	O	H	H	H	H	H	H	H	H	23	0	3	0	4	0	0	0	SUDAH_CLEARENSHEET																					
	HOLIL	MANDIRI - 1760002243382																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
23	1033134	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	a	24	0	1	0	5	0	0	0	-																						
	ABDUL ROHIM	MANDIRI - 9000025236002																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
24	1033200	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	26	0	0	0	4	0	0	0	-																					
	NASRULLOH	MANDIRI - 1760001687746																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																															
Total :																																605	0	6	6	103	0	2	4																								

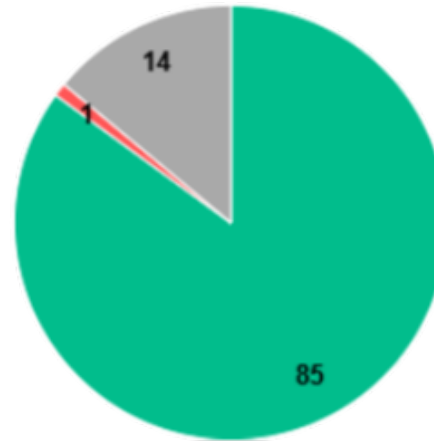
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	MUHAMMAD SUBUR	Ana Maria		Nama
	Tgl	2023-10-19 10:24:02	Tgl	Tgl

TOTAL JADWAL : 720 MP

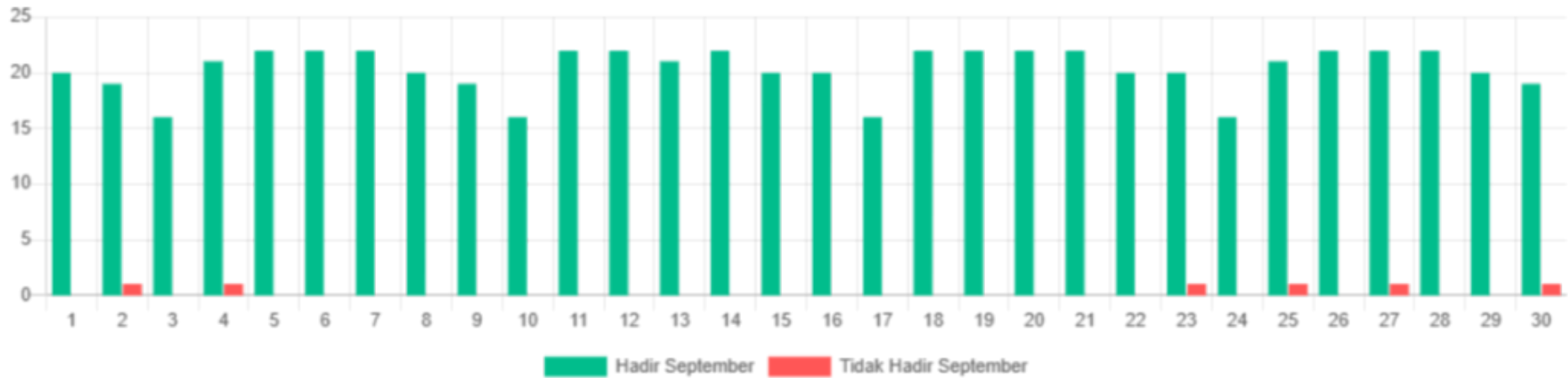
HADIR : 610 MP

OFF : 103 MP

TIDAK HADIR : 6 MP



Monthly : September





LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER



LAPORAN MESIN