

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PT NEXWAVE INDONESIA



Periode :
SEPTEMBER 2025

Disusun Oleh :
ANDI
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 PT NEXWAVE INDONESIA

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 TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER



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	13003310	HERIANSYAH	CS-OFFICE_BOY/GIRL	HL	HL	HL	HL	OFF	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	WD	OFF	HL	HL
2	13003308	IRVAN DWI SYAHPUTRA	CS-OFFICE_BOY/GIRL	HL	HL	HL	HL	OFF	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	WD	OFF	HL	HL
3	13003309	UKEN SUHENDAR	CS-OFFICE_BOY/GIRL	HL	HL	HL	HL	OFF	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	WD	OFF	HL	HL
4	13004129	WAHYU PRASETYO	CS-OFFICE_BOY/GIRL	HL	HL	HL	HL	OFF	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	WD	OFF	HL	HL
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Total MP :				0	0	0	0	4	4	4	0	0	0	0	0	4	4	0	0	0	0	0	4	4	0	0	0	0	0	0	4		

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	13003307	ANDI	CS-LEADER	HL	HL	HL	HL	OFF	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	OFF	OFF	HL	HL	HL	HL	HL	WD	OFF	HL	HL	
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Total MP Libur:				0	0	0	0	1	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1		
Total MP :				0	0	0	0	1	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1		



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	JML	Ket
							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	SN	SL		
							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		
Lobby Depan																																						
1	CEILING	R.O.C	0	3	0	0			P	A											P	A												P	A		3	3
2	KACA	GLASS CLEANING	0	3	0	0					P	A									P	A												P	A		3	3
3	LIST JENDELA	GLASS CLEANING	0	3	0	0									P	A					P	A												P	A		3	3
4	DINDING	WALL CLEANING	0	2	0	0												P	X													P	A			2	1	
5	PINTU	WALL CLEANING	0	2	0	0												P	X													P	A			2	1	
6	MEJA	POLISHING	0	2	0	0												P	X													P	A			2	1	
7	TEMPAT SAMPAH	WASHING	0	2	0	0			P	A												P	A													2	2	
8	LANTAI	WASHING	0	2	0	0			P	A												P	A													2	2	
Toilet Staff																																						
1	CEILING	R.O.C	0	3	0	0				P	A										P	A												P	A	3	3	
2	KACA	GLASS CLEANING	0	3	0	0								P	A						P	A												P	A	3	3	
3	DINDING	WALL CLEANING	0	3	0	0										P	A				P	A												P	A	3	3	
4	PINTU	WALL CLEANING	0	3	0	0			P	A											P	A												P	A	3	3	
5	MEJA	POLISHING	0	3	0	0					P	A									P	A												P	A	3	3	
6	TEMPAT SAMPAH	WASHING	0	2	0	0				P	A												P	X													2	1
7	WASTAFEL	POLISHING	0	2	0	0									P	A												P	A							2	2	
8	KLOSET	POLISHING	0	2	0	0										P	A												P	A						2	2	
9	URINAL	POLISHING	0	3	0	0					P	A									P	A												P	A	3	3	
10	FLOOR DRAIN	POLISHING	0	2	0	0			P	A												P	A													2	2	
11	KRAN AIR	POLISHING	0	2	0	0			P	A															P	A										2	2	
Toilet Ruang Tunggu Luar																																						
1	CEILING	R.O.C	0	2	0	0			P	A												P	A													2	2	
2	KACA	GLASS CLEANING	0	2	0	0			P	A												P	A													2	2	
3	LIST JENDELA	GLASS CLEANING	0	3	0	0									P	A						P	A											P	A	3	3	
4	DINDING	WALL CLEANING	0	3	0	0											P	X				P	A											P	A	3	2	
5	PINTU	WALL CLEANING	0	3	0	0				P	A											P	A												P	A	3	3
6	MEJA	POLISHING	0	3	0	0								P	A							P	A												P	A	3	3
7	TEMPAT SAMPAH	WASHING	0	2	0	0				P	A														P	A											2	2
8	WASTAFEL	POLISHING	0	2	0	0									P	A													P	A							2	2

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Halaman Luar

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

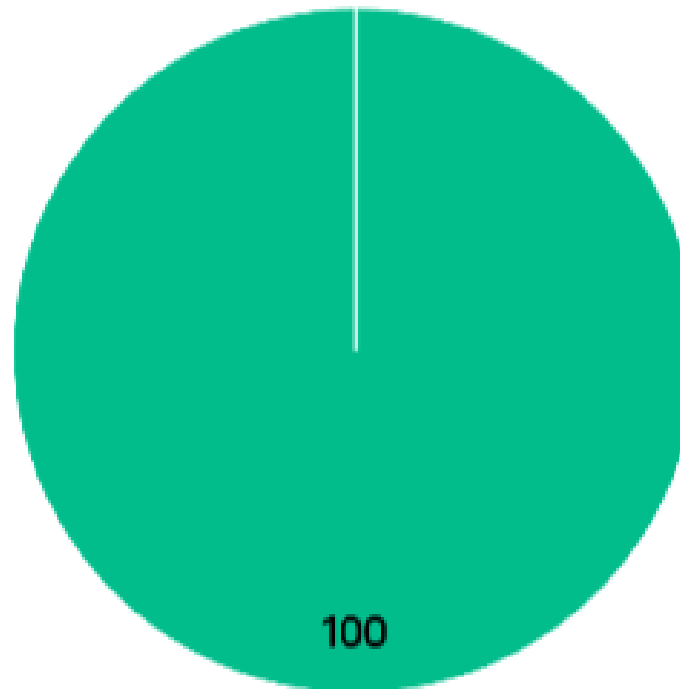
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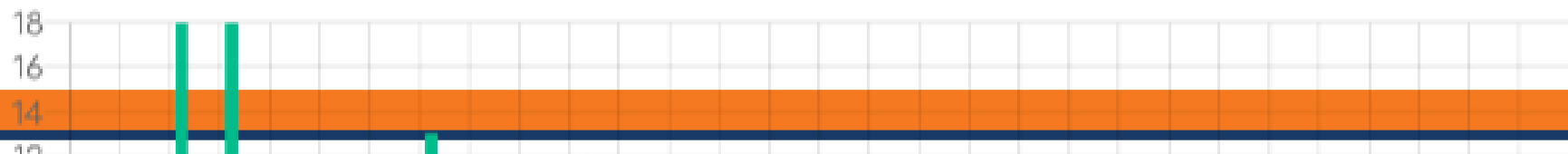
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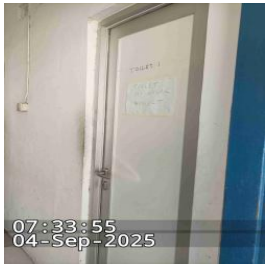
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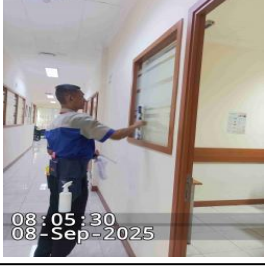
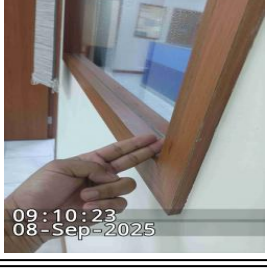
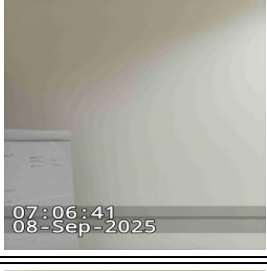
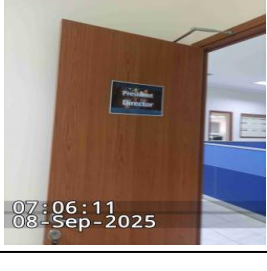
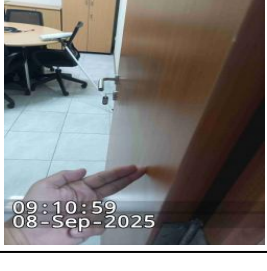


LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING			
2	04-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING			
3	04-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING			
4	04-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA			
5	04-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA			
6	04-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	04-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 07:24:33 04-Sep-2025	 07:59:29 04-Sep-2025	 08:02:47 04-Sep-2025
8	04-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 07:33:55 04-Sep-2025	 11:09:24 04-Sep-2025	 11:11:33 04-Sep-2025
9	04-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 06:58:51 04-Sep-2025	 09:37:00 04-Sep-2025	 09:53:49 04-Sep-2025
10	04-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 07:25:08 04-Sep-2025	 07:58:48 04-Sep-2025	 08:02:25 04-Sep-2025
11	04-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA	 06:59:13 04-Sep-2025	 09:35:08 04-Sep-2025	 09:54:55 04-Sep-2025
12	04-09-2025	SET UP DEPLOYMENT	WASHING	BANGKU	 07:25:48 04-Sep-2025	 07:59:50 04-Sep-2025	 08:03:07 04-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
13	04-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 06:55:08 04-Sep-2025	 09:47:22 04-Sep-2025	 10:00:50 04-Sep-2025
14	04-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 07:34:22 04-Sep-2025	 10:48:00 04-Sep-2025	 10:51:17 04-Sep-2025
15	04-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 07:36:23 04-Sep-2025	 08:52:26 04-Sep-2025	 16:39:05 04-Sep-2025
16	04-09-2025	SET UP DEPLOYMENT	WASHING	LANTAI	 07:29:27 04-Sep-2025	 08:46:40 04-Sep-2025	 08:50:31 04-Sep-2025
17	04-09-2025	SET UP DEPLOYMENT	SHAMPOOING CARPET	LANTAI KARPET MUSHOLLA	 06:56:29 04-Sep-2025	 09:42:06 04-Sep-2025	 10:02:13 04-Sep-2025
18	04-09-2025	SET UP DEPLOYMENT	POLISHING	FLOOR DRAIN	 10:14:33 04-Sep-2025	 11:04:56 04-Sep-2025	 11:10:06 04-Sep-2025

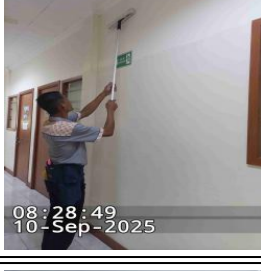
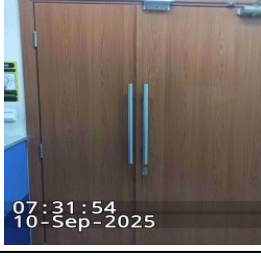
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1	08-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING	 07:02:19 08-Sep-2025	 08:05:01 08-Sep-2025	 08:07:16 08-Sep-2025
2	08-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA	 07:03:09 08-Sep-2025	 10:32:21 08-Sep-2025	 10:35:05 08-Sep-2025
3	08-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA	 07:02:35 08-Sep-2025	 08:05:30 08-Sep-2025	 08:07:33 08-Sep-2025
4	08-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA	 07:06:29 08-Sep-2025	 09:08:49 08-Sep-2025	 09:10:23 08-Sep-2025
5	08-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 07:06:41 08-Sep-2025	 09:06:46 08-Sep-2025	 09:09:52 08-Sep-2025
6	08-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 07:06:11 08-Sep-2025	 09:09:28 08-Sep-2025	 09:10:59 08-Sep-2025

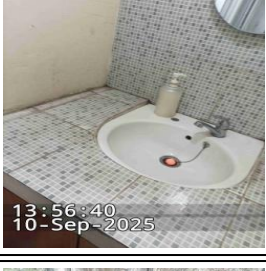
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7	08-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA			
8	08-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA			
9	08-09-2025	SET UP DEPLOYMENT	WASHING	BANGKU			
10	08-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH			
11	08-09-2025	SET UP DEPLOYMENT	WASHING	LANTAI			
12	08-09-2025	SET UP DEPLOYMENT	POLISHING	URINAL			

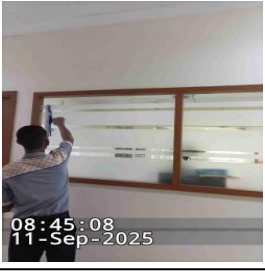
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13	08-09-2025	SET UP DEPLOYMENT	POLISHING	KRAN AIR			

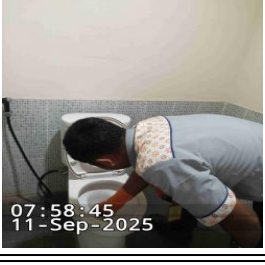
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1	09-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING			
2	09-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA			
3	09-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA			
4	09-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA			
5	09-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
6	09-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU			

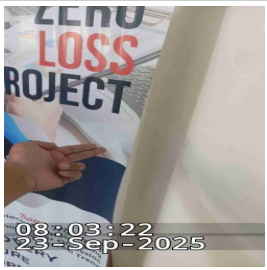
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7	09-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA			
8	09-09-2025	SET UP DEPLOYMENT	POLISHING	ATAS LEMARI			
9	09-09-2025	SET UP DEPLOYMENT	WASHING	BANGKU			
10	09-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH			
11	09-09-2025	SET UP DEPLOYMENT	POLISHING	WASTAFEL			
12	09-09-2025	SET UP DEPLOYMENT	GENERAL CLEANING	TEMPAT WUDHU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING			
2	10-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA			
3	10-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA			
4	10-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA			
5	10-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING			
6	10-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	10-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA			
8	10-09-2025	SET UP DEPLOYMENT	POLISHING	ATAS LEMARI			
9	10-09-2025	SET UP DEPLOYMENT	WASHING	DISPENSER			
10	10-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH			
11	10-09-2025	SET UP DEPLOYMENT	POLISHING	WASTAFEL			
12	10-09-2025	SET UP DEPLOYMENT	TREATMENT GARDENING	TAMAN DEPAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING	 07:31:36 11-Sep-2025	 08:51:17 11-Sep-2025	 11:25:44 11-Sep-2025
2	11-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA	 07:31:48 11-Sep-2025	 08:45:08 11-Sep-2025	 11:25:26 11-Sep-2025
3	11-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA	 07:19:35 11-Sep-2025	 10:37:39 11-Sep-2025	 10:41:50 11-Sep-2025
4	11-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 07:27:47 11-Sep-2025	 08:03:19 11-Sep-2025	 08:34:41 11-Sep-2025
5	11-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 10:12:12 11-Sep-2025	 10:36:12 11-Sep-2025	 10:40:24 11-Sep-2025
6	11-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 07:19:06 11-Sep-2025	 10:36:41 11-Sep-2025	 10:42:36 11-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	11-09-2025	SET UP DEPLOYMENT	POLISHING	ATAS LEMARI	 07:32:17 11-Sep-2025	 08:43:59 11-Sep-2025	 08:47:39 11-Sep-2025
8	11-09-2025	SET UP DEPLOYMENT	WASHING	DISPENSER	 07:32:30 11-Sep-2025	 08:44:37 11-Sep-2025	 08:47:53 11-Sep-2025
9	11-09-2025	SET UP DEPLOYMENT	WASHING	DISPENSER	 07:37:19 11-Sep-2025	 08:58:39 11-Sep-2025	 09:00:57 11-Sep-2025
10	11-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 07:37:53 11-Sep-2025	 08:57:40 11-Sep-2025	 08:59:40 11-Sep-2025
11	11-09-2025	SET UP DEPLOYMENT	POLISHING	KLOSET	 07:27:24 11-Sep-2025	 07:58:45 11-Sep-2025	 08:35:26 11-Sep-2025
12	11-09-2025	SET UP DEPLOYMENT	TREATMENT GARDENING	TAMAN BELAKANG	 07:22:09 11-Sep-2025	 08:13:55 11-Sep-2025	 08:28:52 11-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	23-09-2025	SET UP DEPLOYMENT	R.O.C	CEILING	 07:01:46 23-Sep-2025	 08:17:22 23-Sep-2025	 08:21:01 23-Sep-2025
2	23-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	KACA	 07:01:24 23-Sep-2025	 08:18:17 23-Sep-2025	 08:21:20 23-Sep-2025
3	23-09-2025	SET UP DEPLOYMENT	GLASS CLEANING	LIST JENDELA	 06:43:00 23-Sep-2025	 08:00:52 23-Sep-2025	 08:02:28 23-Sep-2025
4	23-09-2025	SET UP DEPLOYMENT	WALL CLEANING	DINDING	 06:40:59 23-Sep-2025	 07:44:37 23-Sep-2025	 08:03:22 23-Sep-2025
5	23-09-2025	SET UP DEPLOYMENT	WALL CLEANING	PINTU	 07:02:05 23-Sep-2025	 08:22:30 23-Sep-2025	 08:49:35 23-Sep-2025
6	23-09-2025	SET UP DEPLOYMENT	POLISHING	MEJA	 06:40:11 23-Sep-2025	 07:19:06 23-Sep-2025	 07:45:15 23-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
7	23-09-2025	SET UP DEPLOYMENT	WASHING	BANGKU	 08:01:14 23-Sep-2025	 08:01:58 23-Sep-2025	 14:13:51 23-Sep-2025
8	23-09-2025	SET UP DEPLOYMENT	WASHING	TEMPAT SAMPAH	 08:07:22 23-Sep-2025	 17:18:57 23-Sep-2025	 17:40:27 23-Sep-2025
9	23-09-2025	SET UP DEPLOYMENT	POLISHING	WASTAFEL	 08:27:06 23-Sep-2025	 16:16:52 23-Sep-2025	 16:53:35 23-Sep-2025
10	23-09-2025	SET UP DEPLOYMENT	GENERAL CLEANING	TEMPAT WUDHU	 06:39:27 23-Sep-2025	 08:25:38 23-Sep-2025	 08:44:30 23-Sep-2025



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
5	0	0	0	0	5	0.00

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

TOTAL : 0 MP

NEW : 0 MP

RESIGN : 0 MP

MUTASI : 0 MP

Pengawas : 0

CSO : 0

OMP

Monthly : September

