

LAPORAN BULANAN CLEANING SERVICE

Proyek :
T TELKOM LANDMARK TOWER (
MANYAR SURABAYA)

Image not found or type unknown



Periode :
SEPTEMBER 2025

Disusun Oleh :
EDO PUTRA ANGGARA
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

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

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	HP	HP	HP	HP	OFF	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	
22	13005637	MOH ISHAK	CLEANER	HP	HP	HP	HP	OFF	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	
23	13005636	NADIA PUTRI MUSTHAFIDAH	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	HP3	OFF	
24	13005635	ACHMAD AROFAH	CLEANER	MD6	MD6	MD6	MD6	OFF	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	OFF	HP3	MD6	MD6	MD6	MD6	MD6	MD6	OFF	HP3
25	13005634	HILMAN IZHAR MARUF	CLEANER	HP	HP	HP	MD6	OFF	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	
26	13005633	OKVIA MARGAWATI	CLEANER	MD6	MD6	OFF	HP	OFF	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	
27	13005632	ISTIFARRONIA	CLEANER	MD6	MD6	MD6	HP	OFF	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	
28	13005631	RETNO KUSUMA DEWI	CLEANER	HP	HP	HP	HP	OFF	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	
29	13005630	WAHYU RIZAL KHAN	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	HP3	OFF	
30	13005629	AINUL YAKIN	CLEANER	HP	HP	HP	MD6	OFF	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	HP	HP	HP	MD6	MD6	MD6	OFF	
31	13005620	ARDI WAHYU NUGROHO	CS_SENIOR_CLEANER	HS	HS	OFF	OFF	HP 1	HS	HS	HS	HP 1	OFF	OFF	HP 1	HP 1	HS	HP 1	HP 1	OFF	OFF	HS	HS	HS	HP 1	HP 1	OFF	OFF	HS	HS	HS	
32	13005628	RENY DWI LESTARI	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	HP3	OFF	
33	13005627	UDIN NASRULLAH	CLEANER	HP	HP	HP	HP	OFF	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	
34	13005626	M BAGUS CAHYA SETIAWAN	CLEANER	HP	HP	HP	HP	OFF	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	HP	HP	HP	HP	HP	OFF	HP3	
35	13005625	HANDRIAS KUNTARDI	CLEANER	MD6	MD6	MD6	HP	OFF	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	MD6	MD6	MD6	HP	HP	HP	OFF	
36	13005624	ONGKY OKTAVANDIA SAPUTRA	CLEANER	MD6	MD6	MD6	MD6	OFF	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	MD6	MD6	MD6	MD6	MD6	MD5	OFF	
37	13005623	MUHAMMAD NASICHUN AMIN	CS-GARDENER	HP	HP	HP	HP	OFF	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	HP	HP	HP	HP	HP	HP3	OFF	
38	13005621	YUNI HARI KARTIKA	CS_SENIOR_CLEANER	OFF	OFF	HS	HS	HP 1	HP 1	HP 1	OFF	OFF	HS	HS	HS	HP 1	HP 1	OFF	OFF	HS	HS	HP 1	HP 1	HP 1	OFF	OFF	HS	HS	HP 1	HP 1	HP 1	
39	13005661	MUHAMMAD FERDI JOHAN	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	
40	13005662	MUHAMMAD ABI SARWAN AL HAZMI	TEKNISI	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HS1	HP 4	HP 4	OFF	OFF	HM	HM	HS1	HP 4	HP 4	HP 4	OFF	
41	13005664	ACHMAD CHAFIDZ	CLEANER	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	MD6	MD6	
42	13005679	HERU KUNCORO	TEKNISI	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	HS1	HS1	HS1	HP 4	OFF	OFF	OFF	HP 4	HS1	HS1	HS1	HP 4	OFF	OFF	HM	HM	

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI



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
----	------------	-------------	------------	------------	--------------	-------------	--------------