

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PAKUWON CITY MALL 1



Periode :
SEPTEMBER 2025

Disusun Oleh :
SUSILAWATI
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 PAKUWON CITY MALL 1

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 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	5007345	SYAIFUL ARIF	CLEANER	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	
2	5007348	PRIMA YUNITA	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	
3	5007349	MUHAMMAD RIZKY ARDIANSYAH	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS																	
4	5007324	AINUL RISTANTO	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	5007331	JATIM	CLEANER	HP	HP	HP	OFF	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HS	OFF	HP	HP	HP	HP	HP	HP	
6	5007305	SAMSUL ARIFIN	CLEANER	HS	OFF	HS	HS	HP	HS	HP	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS	HP	
7	5008155	MIFTACH FARID	CLEANER	HM	HM	HM	OFF	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM	OFF	HM	HM	HM	HM	HM	HM
8	5008482	SOLEHA	CLEANER	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	OFF	
9	5008870	MARA QONITA TILAH	CLEANER	HP	HP	OFF	HS	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
10	5008575	HARDIKA TRI HARMOKO	CLEANER									HS	HS	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	
11	5009230	MUHAMMAD ZEKI	CLEANER	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP	HP	MD1	HP	HP	OFF	HP	HP	HP	OFF	
12	5009585	SYAFA ASZAHRA	CLEANER	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	HP	
13	5010191	ACHMAD ZUBAIR AWWALUDIN ALI	CLEANER	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HP	HP	OFF	HS	HS	HS	HS	HS	HS
14	5010192	AHMAD ZAINI	CLEANER	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS																	
15	5010237	IMAM MA RUP	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	
16	5010572	ARI SULASTRI	CLEANER	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	HP	
17	5010613	ALDITYA NUGRAHA PRATAMA	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	HS
18	5010628	MOCH MAKSUM	CLEANER	MD1	MD1	HS	MD1	OFF	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	MD1	OFF	MD1	MD1	MD1	MD1	MD1	HP	OFF	MD1	MD1	MD1	MD1	MD1	HP	
19	5010642	ABU BAKAR SIDIQ	CLEANER	HS	HS	OFF	HS	MD1	HS	HS	HP	HP	HP	HP	OFF	HS	HS																	
20	5010644	CHOIRUL ANAS	CLEANER	OFF	HS	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS																	
21	5010645	FIGO ADOLVO ZULKARNAEN	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	
22	5010666	AGEM GABRIEL AKBAR AMAI PUTRA	CLEANER	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS
23	5010795	ANDRI SUNARDIYANTO	CLEANER	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	OFF	
24	5010810	ELIZABET	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HS	HP	HP	HP	OFF	HS	HS	HS	HS	HS
25	5011043	MUJI KURNIADI CAHYONO	CLEANER	OFF	HP	HP	HP	HS	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	MD1	

[illegible]

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

[illegible]

[illegible]

[illegible]

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	H	I	A	G	O	S	SR	IR	Keterangan
28	5011043	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	H	25	0	0	1	5	0	0	0	-
	MUJI KURNIADI CAHYONO																																								
29	5011218	CLEANER	H	O	H	H	H	H	H	H	O	H	H	H	A	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	24	0	1	0	5	0	0	0	-	
	SALMAN ALFARIZI																																								
30	5011484	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	26	0	0	2	4	0	0	0	-	
	MOH HARIS			G																																					
31	5011512	CLEANER									A	H	H	O	H	H	H	H	H	h	O	h	H	H	H	H	H	O	H	H	H	H	18	0	1	0	3	0	0	0	-
	GUNTUR ZACKY																																								
32	5011518	CLEANER									A	H	H	H	H	H	O	H	H	h	H	H	H	O	H	H	H	H	H	O	17	0	1	0	3	0	0	0	-		
	RHYNO AKBAR																																								
33	5011519	CLEANER									A	A	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	16	0	2	1	3	0	0	0	-	
	DHIMAS RISKY ALAMSYAH																																								
Total :																																677	0	65	11	126	0	1	0		

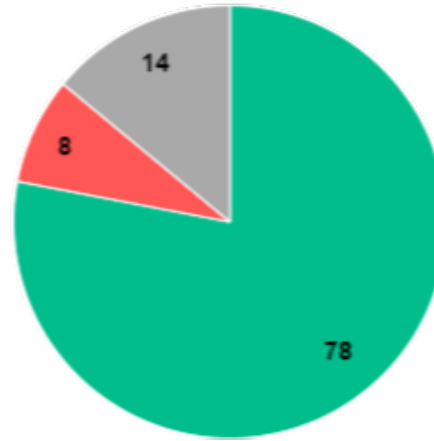
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ADI SUTARYANTO	UMAR		Nama
	2025-09-16 13:14:52	2025-09-18 13:52:07	Tgl	Tgl

TOTAL JADWAL : 880 MP

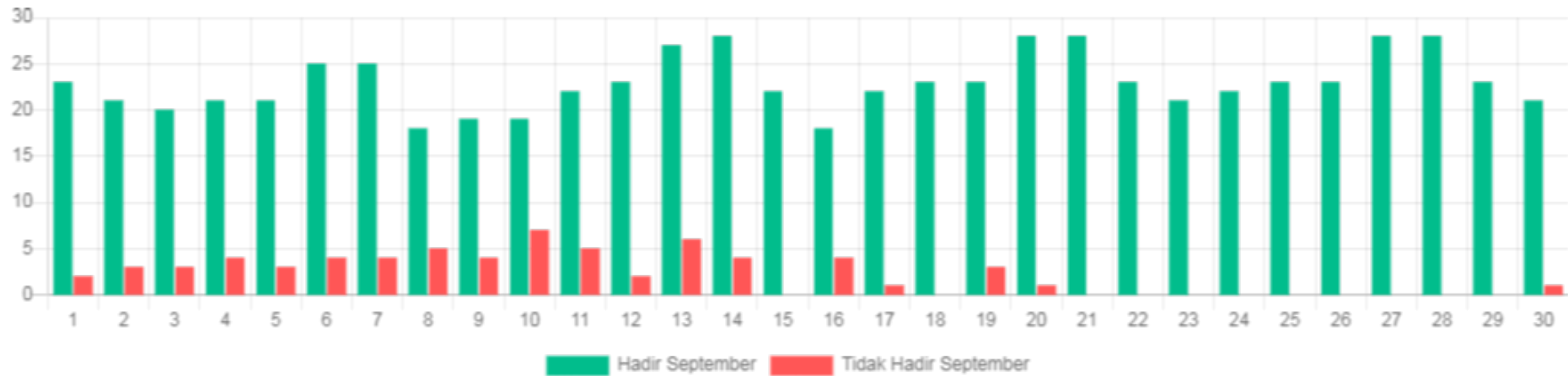
HADIR : 688 MP

OFF : 126 MP

TIDAK HADIR : 66 MP



Monthly : September

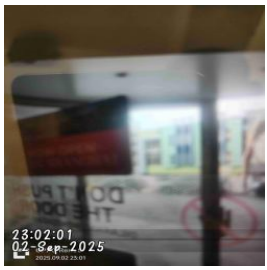
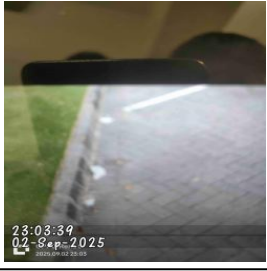
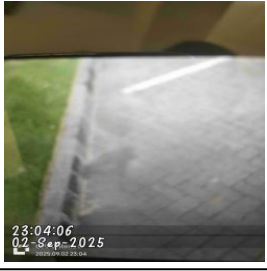


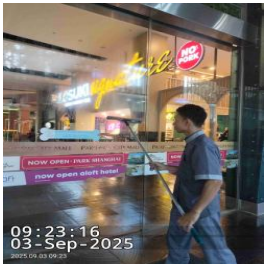


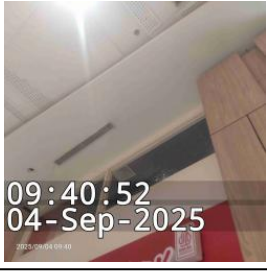
LAPORAN TABEL PERIODIK



LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING PINTU SLIDING	 23:01:30 02-Sep-2025	 23:01:46 02-Sep-2025	 23:02:01 02-Sep-2025
2	02-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING EXIT 4	 23:03:39 02-Sep-2025	 23:03:54 02-Sep-2025	 23:04:06 02-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-09-2025	PAKUWON CITY MALL 1	GLASS CLEANING	GLASS CLEANING KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	04-09-2025	PAKUWON CITY MALL 1	CEALLING CLEANING	CEALING PILAR			
2	04-09-2025	PAKUWON CITY MALL 1	CEALLING CLEANING	CEALING CORRIDOR			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	05-09-2025	PAKUWON CITY MALL 1	DUSTING	DUSTING DIFUSSER AC			
2	05-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING SANGKAR LIFT			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	09-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING PINTU SLIDING			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-09-2025	PAKUWON CITY MALL 1	GLASS CLEANING	GLASS CLEANING KACA			

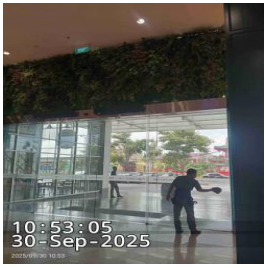
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-09-2025	PAKUWON CITY MALL 1	SHINING	SHINING TRASHCAN	 21:14:45 15-Sep-2025	 21:16:27 15-Sep-2025	 21:17:32 15-Sep-2025
2	15-09-2025	PAKUWON CITY MALL 1	WASHING	WASHING SUDUT LANTAI	 21:03:31 15-Sep-2025	 21:03:50 15-Sep-2025	 21:05:47 15-Sep-2025
3	15-09-2025	PAKUWON CITY MALL 1	CEALLING CLEANING	CEALING PLAFON	 20:39:34 15-Sep-2025	 20:41:24 15-Sep-2025	 20:42:59 15-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING PINTU SLIDING	 08:12:11 16-Sep-2025	 08:12:31 16-Sep-2025	 08:15:26 16-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-09-2025	PAKUWON CITY MALL 1	DUSTING	DUSTING SIGNAGE DIRECTORY			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	24-09-2025	PAKUWON CITY MALL 1	GLASS CLEANING	GLASS CLEANING KACA			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-09-2025	PAKUWON CITY MALL 1	CEALLING CLEANING	CEALING PILAR	 15:01:33 25-Sep-2025	 15:01:49 25-Sep-2025	 15:02:58 25-Sep-2025
2	25-09-2025	PAKUWON CITY MALL 1	CEALLING CLEANING	CEALING CORRIDOR	 14:56:45 25-Sep-2025	 14:59:32 25-Sep-2025	 14:59:53 25-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING PINTU SLIDING			
2	30-09-2025	PAKUWON CITY MALL 1	GENERAL CLEANING	GENERAL CLEANING EXIT 4			



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
25	3	1	2	3	24	12.24

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	5010192	AHMAD ZAINI	CLEANER	DIPULANGKAN KE HO	2025-09-15	-	-
2	5010642	ABU BAKAR SIDIQ	CLEANER	DIPULANGKAN KE HO	2025-09-15	-	-
3	5010644	CHOIRUL ANAS	CLEANER	DIPULANGKAN KE HO	2025-09-15	-	-
MP BARU							
1	5011512	GUNTUR ZACKY	CLEANER	MP BARU	-	2025-09-09	-
2	5011518	RHYNO AKBAR	CLEANER	MP BARU	-	2025-09-11	-
3	5011519	DHIMAS RISKY AL	CLEANER	MP BARU	-	2025-09-11	-
MP PINDAHAN							
1	5008575	HARDIKA TRI HAR	CLEANER	MP PINDAHAN	-	2025-09-08	-
MP DIPINDAHKAN							
1	5007917	NOFAL FAISAL FA	CS-LEADER	MP DIPINDAHKAN	-	2025-09-08	-
2	5007349	MUHAMMAD RIZKY	CLEANER	MP DIPINDAHKAN	-	2025-09-15	-

TOTAL : 8 MP

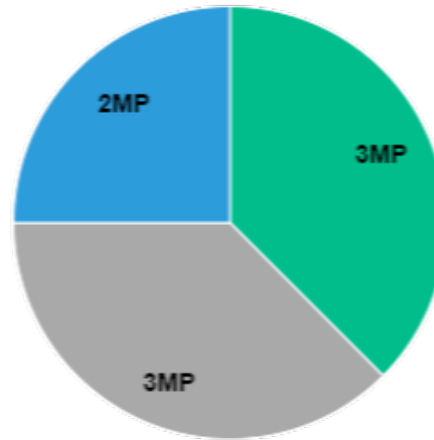
NEW : 3 MP

RESIGN : 3 MP

MUTASI : 2 MP

Pengawas : 1

CSO : 7



Monthly : September

