

LAPORAN BULANAN CLEANING SERVICE

Proyek :
PAKUWON CITY MALL 2



Periode :
SEPTEMBER 2025

Disusun Oleh :
MOH. AMIR
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 PAKUWON CITY MALL 2

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	5007289	RODIYATUL HASANAH	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			
2	5007346	SITI ISLAMI	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			
3	5007304	ALIFAH	CLEANER	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HS	OFF	HS	HS	HS	HS	HS	HS			
4	5007231	ABDUL RAHMAN WAHID	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			
5	5007457	ALAM YAZID	CLEANER	OFF	HS	HP	HP	HS	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HS	HP	OFF	HS	HP	HS	HS	HS	HS	OFF	HS			
6	5007699	SYAMSUL ARIFIN	CLEANER	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP	HP	HP	OFF	HP	HP	HP	HP	HP		
7	5007983	MUSTAROM	CLEANER	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	HM	OFF	HM		
8	5008878	ROHAYATI	CLEANER	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HP	HS	OFF	HP	HP	HP	HP	HP	HP		
9	5008948	IFAN NANDO MAULANA	CLEANER	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HP	OFF	HP	HP	HP	HP	HP	HP	HP		
10	5009199	SITI NUR MUKMAIDAH	CLEANER	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HP	HS	HS	OFF	HS	HS	HP	HP	HP		
11	5009286	FERDY	CLEANER	HS	HP	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS		
12	5009624	IBNUL MUBAROK	CLEANER	HS	OFF	HP	HP	HS	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HP	HS	HS	HS	HS	HS	HS	OFF		
13	5009759	ROFIKI	CLEANER	OFF	HS	HS	HS	HS	HP 2	HP 2	OFF	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HP 2	HP 2	HP 2	HP 2	HP 2	HP 2	OFF	HS		
14	5009962	RIZKA TRIA FARHANA	CS-ADMIN	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP	HP 1	HP 1	HP 1	HP 1	HP 1	OFF	HP 1	HP 1	HP 1	
15	5010102	ABU BAKAR	CLEANER	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HS	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HP	HP		
16	5010205	JUMALI	CLEANER	HP	OFF	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		
17	5010508	FAIKUR ROHMAN	CLEANER	OFF	HP	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HP	HS	HS	OFF	HS	HP	HP	HP	HP	HP	HS	HP		
18	5011192	NUR WIDYANTI	CLEANER	HS	HS	HS	OFF	HP	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		
19	5011309	FAHRUL	CLEANER	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	OFF	HP	HP	HP	HP	HP		
20	5011310	FAHREZA DWI ARDITA	CLEANER	HP	HP	OFF	HS	HP	HS	HS	HS	HS	OFF	HS	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	HP		
21	5011374	RITA FITRIANINGSIH	CLEANER	HS	HS	HS	HS	OFF	MD1	MD1	HP	HP	HP	HP	OFF	MD1	MD1	HS	HS	HS	HS	OFF	MD1	MD1	HP	HS	HP	HP	OFF	MD1	MD1	HS	HS			
22	5011396	ALVIN HARIANTOK	CLEANER	HP	OFF	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF	HS	HS	HS	HS	HS	HS	HS	OFF	HP	HP	HP	HP	HP	HP	OFF		
Total MP Shift Pagi:				9	9	9	8	8	10	11	9	10	10	9	10	10	11	9	9	9	8	9	9	10	9	9	10	9	10	10	11	9	10			
Total MP Shift Siang:				7	7	7	8	9	9	9	7	6	6	7	7	9	9	7	7	7	8	8	10	10	7	7	6	7	7	9	9	7	7			
Total MP Shift Malam:				1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1	2	2	2	2	2	1	1			
Total MP Libur:				5	5	4	4	3	1	0	5	5	4	4	3	1	0	5	5	4	4	3	1	0	5	5	4	4	3	1	0	5	4			
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	22		

PENGAWAS

[illegible]



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	H	I	A	G	O	S	SR	IR	Keterangan	
1	5007231	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	-	
	ABDUL RAHMAN WAHID																																									
2	5007289	CLEANER	O	H	H	IR	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	24	0	0	0	5	0	0	1	-	
	RODIYATUL HASANAH																																									
3	5007304	CLEANER	H	H	O	H	H	H	H	H	O	H	H	H	H	H	H	IR	O	H	H	H	H	H	H	O	H	H	H	H	H	H	25	0	0	0	4	0	0	1	-	
	ALIFAH																																									
4	5007306	CS-LEADER	O	H	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	H	O	25	0	0	2	5	0	0	0	-
	MOH. ZAINURI					G					G																															
5	5007330	CS-LEADER	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	H	H	H	H	26	0	0	0	4	0	0	0	-	
	MOH. AMIR																																									
6	5007346	CLEANER	H	O	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	H	H	O	25	0	0	3	5	0	0	0	-	
	SITI ISLAMI			G		G									G																											
7	5007457	CLEANER	O	H	H	H	H	H	H	O	H	H	H	H	IR	H	O	H	H	H	H	H	H	O	H	H	H	h	A	H	O	A	22	0	2	0	5	0	0	1	-	
	ALAM YAZID																																									
8	5007699	CLEANER	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	H	H	H	H	26	0	0	2	4	0	0	0	-	
	SYAMSUL ARIFIN														G																											
9	5007983	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	0	5	0	0	0	-	
	MUSTAROM																																									
10	5008878	CLEANER	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	H	H	H	H	26	0	0	1	4	0	0	0	-	

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		
	ROHAYATI													G																													
11	5008948	CLEANER	H	h	O	H	H	H	H	A	H	O	H	H	H	H	H	H	O	h	H	H	H	H	H	O	H	H	H	H	H	H	25	0	1	1	4	0	0	0	-		
	IFAN NANDO MAULANA																																										
12	5009199	CLEANER	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	26	0	0	1	4	0	0	0	-		
	SITI NUR MUKMAIDAH																																										
13	5009286	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	26	0	0	2	4	0	0	0	-		
	FERDY				G				G																																		
14	5009624	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	-		
	IBNUL MUBAROK																																										
15	5009759	CLEANER	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	H	O	H	25	0	0	0	5	0	0	0	-	
	ROFIKI																																										
16	5009962	CS-ADMIN	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	26	0	0	0	4	0	0	0	-	
	RIZKA TRIA FARHANA																																										
17	5010102	CLEANER	H	H	H	IR	O	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	A	H	O	H	H	H	H	24	0	1	0	4	0	0	1	-		
	ABU BAKAR																																										
18	5010205	CLEANER	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	O	H	25	0	0	0	5	0	0	0	-	
	JUMALI																																										
19	5010508	CLEANER	O	H	H	H	H	H	A	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	H	H	h	H	h	25	0	1	1	4	0	0	0	-		
	FAIKUR ROHMAN																																										

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				
20	5011192	CLEANER	H	H	H	O	H	H	H	H	H	H	O	A	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	25	0	1	0	4	0	0	0	-				
	NUR WIDYANTI																																												
21	5011309	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	26	0	0	1	4	0	0	0	-				
	FAHRUL		G																																										
22	5011310	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	26	0	0	0	4	0	0	0	-				
	FAHREZA DWI ARDITA																																												
23	5011374	CLEANER	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	26	0	0	0	4	0	0	0	-				
	RITA FITRIANINGSIH																																												
24	5011396	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	-				
	ALVIN HARIANTOK																																												
Total :																																	604	0	6	14	106	0	0	4					

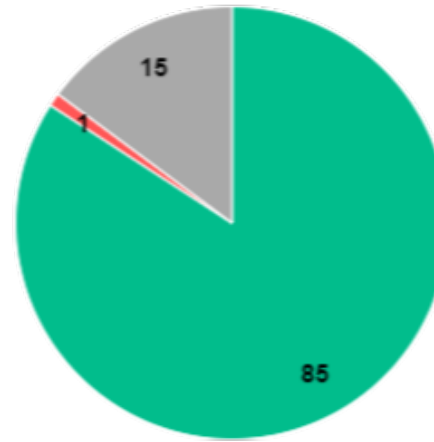
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	ADI SUTARYANTO	UMAR		Nama
	2025-09-16 13:16:19	2025-09-18 14:02:48	Tgl	Tgl

TOTAL JADWAL : 730 MP

HADIR : 618 MP

OFF : 106 MP

TIDAK HADIR : 6 MP



Monthly : September





LAPORAN TABEL PERIODIK

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

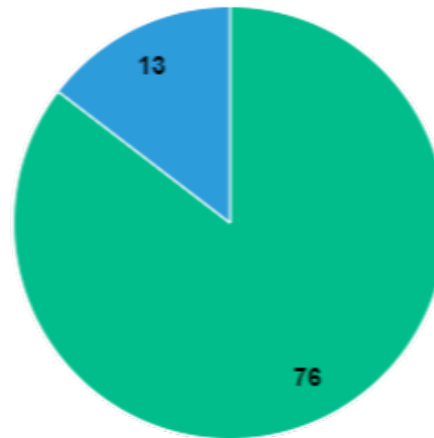
PEKERJAAN : 38

REALISASI : 29

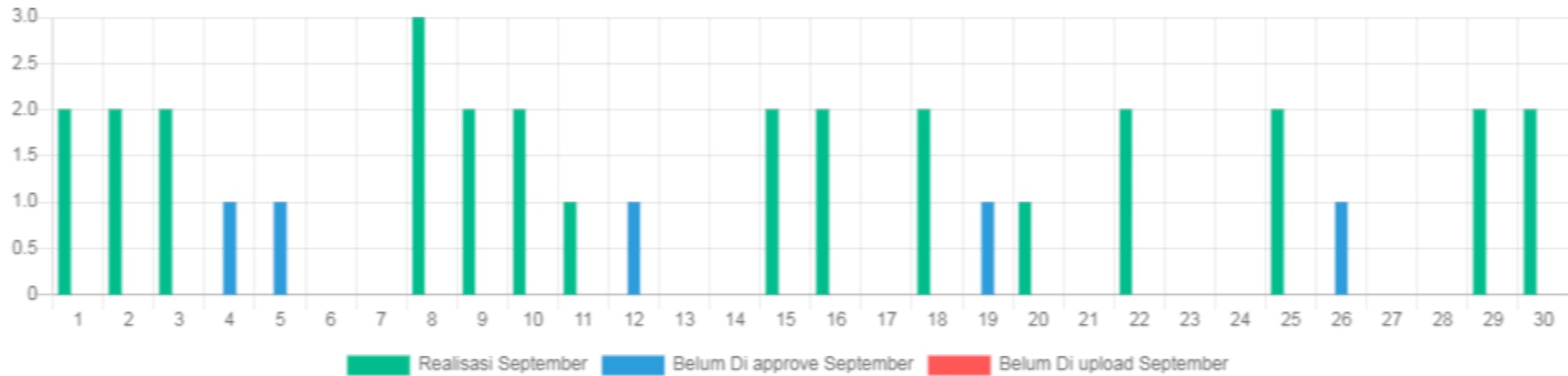
DIALIHKAN : 4

BELUM APPROVE : 5

BELUM UPLOAD : 0



Monthly : September





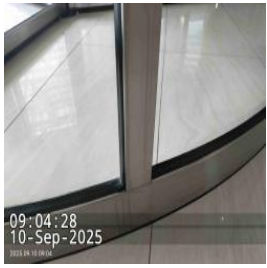
LAPORAN VISUALISASI PERIODIK

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	01-09-2025	PAKUWON CITY MALL 2	SPRAYING ULV	ULV TANAMAN ARTIFICIAL	 23:04:01 01-Sep-2025	 23:04:39 01-Sep-2025	 23:04:58 01-Sep-2025
2	01-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING TRASHCAN	 23:06:17 01-Sep-2025	 23:06:33 01-Sep-2025	 23:07:06 01-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	02-09-2025	PAKUWON CITY MALL 2	GLASS CLEANING	GLASS CLEANING KACA-KACA SLIDDING DOOR			
2	02-09-2025	PAKUWON CITY MALL 2	DUSTING	DUSTING STAINLESS DINDING KERAMIK			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	03-09-2025	PAKUWON CITY MALL 2	GENERAL CLEANING	GENERAL CLEANING REVOLVING			
2	03-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING SIGNAGE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	08-09-2025	PAKUWON CITY MALL 2	SPRAYING ULV	ULV TANAMAN ARTIFICIAL			
2	08-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING TRASHCAN			
3	08-09-2025	PAKUWON CITY MALL 2	WASHING	WASHING ACP CANOPY			

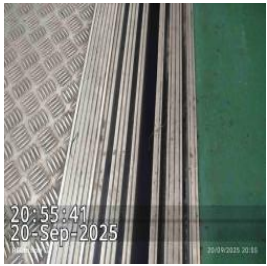
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	10-09-2025	PAKUWON CITY MALL 2	GENERAL CLEANING	GENERAL CLEANING REVOLVING			
2	10-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING SIGNAGE			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	11-09-2025	PAKUWON CITY MALL 2	WASHING	WASHING SUDUT LANTAI	 14:44:31 11-Sep-2025	 14:45:32 11-Sep-2025	 14:45:59 11-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	15-09-2025	PAKUWON CITY MALL 2	SPRAYING ULV	ULV TANAMAN ARTIFICIAL			
2	15-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING TRASHCAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	16-09-2025	PAKUWON CITY MALL 2	GLASS CLEANING	GLASS CLEANING KACA-KACA SLIDDING DOOR			
2	16-09-2025	PAKUWON CITY MALL 2	DUSTING	DUSTING STAINLESS DINDING KERAMIK			

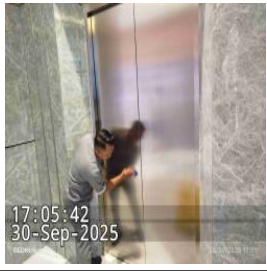
No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	18-09-2025	PAKUWON CITY MALL 2	WASHING	WASHING SUDUT LANTAI	 15:38:27 18-Sep-2025	 15:38:48 18-Sep-2025	 15:39:15 18-Sep-2025
2	18-09-2025	PAKUWON CITY MALL 2	VACUMING	VACUMING DOORMATE	 19:15:31 18-Sep-2025	 19:15:47 18-Sep-2025	 19:17:13 18-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	20-09-2025	PAKUWON CITY MALL 2	VACUMING	VACUMING REL SLIDING PINTU LIFT			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	22-09-2025	PAKUWON CITY MALL 2	SPRAYING ULV	ULV TANAMAN ARTIFICIAL			
2	22-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING TRASHCAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	25-09-2025	PAKUWON CITY MALL 2	WASHING	WASHING SUDUT LANTAI	 14:08:57 25-Sep-2025	 14:09:26 25-Sep-2025	 14:09:55 25-Sep-2025
2	25-09-2025	PAKUWON CITY MALL 2	VACUMING	VACUMING DOORMATE	 19:23:40 25-Sep-2025	 19:24:14 25-Sep-2025	 19:26:04 25-Sep-2025

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	29-09-2025	PAKUWON CITY MALL 2	SPRAYING ULV	ULV TANAMAN ARTIFICIAL			
2	29-09-2025	PAKUWON CITY MALL 2	SHINING	SHINING TRASHCAN			

No	Tanggal	Area	Item Pekerjaan	Detail Pekerjaan	Before	Progress	After
1	30-09-2025	PAKUWON CITY MALL 2	GLASS CLEANING	GLASS CLEANING KACA-KACA SLIDDING DOOR			
2	30-09-2025	PAKUWON CITY MALL 2	DUSTING	DUSTING STAINLESS DINDING KERAMIK			



LAPORAN TURNOVER

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

