

 <p>DEPARTEMEN PENDIDIKAN MATEMATIKA UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB-DEPDIKMAT-019</p>
<p>TITLE: UTILIZATION AND MAINTENANCE OF FACILITIES</p>		<p>Tanggal dikeluarkan : Februari 2021</p>
<p>AREA: GENERAL ADMINISTRATION</p>		<p>Revision: 01</p>

STANDARD OPERATING PROCEDURE FACILITY UTILIZATION AND MAINTENANCE

A. RATIONAL

Educational facilities are facilities and infrastructure for administrative activities and teaching and learning processes. Without adequate facilities and infrastructure, quality educational activities are difficult to realize. For this reason, Universitas Pendidikan Indonesia always improves the quantity and quality of its educational facilities and infrastructure. For existing facilities and infrastructure to be well maintained, a procedure for maintaining existing facilities is required.

B. SCOPE

This POB includes:

- a. Inventory of all equipment in Prodi
- b. Organizing the room and regulations/procedures for use/borrowing
- c. Check the condition of all equipment
- d. File a maintenance fee

C. PURPOSE

This standard operating procedure is intended so that the care and maintenance of the facility can be used economically in the long term.

D. REFERENCES

1. PP No. 19 of 2005 on national education standards
2. Government Regulation on UPI BHMN
3. AD/ART UPI BHMN
4. UPI Strategic Plan 2021-2025

E. PROCEDURE

(Procedures for working relations with administrative staff can be seen on the following page)

F. FLOW OF ACTIVITIES

Activity	Unit					Time	Document
	Prodi	Academic Advisor	student	deputy dean 2	Adm.		
Inventory of study program facilities includes the type and amount.	1						
The study program asked for an officer in charge of its management	2			2			
Study Program determines where to store the facility after confirming with the administration	3			3			
The study program makes rules about who can use the existing facilities	4				4		
The officer makes the coding of all the facilities under the study program	5						
Officers make procedures on how to use the facilities	6						
Study Program prepares a facility maintenance budget	7			7			
Study Program together with officers, determine the schedule for the facility checking period	8						
Officers report the physical condition of existing facilities	9			9	9		
Study Program determines the need for incomplete facilities	10				10		
Study Program proposes the need for facilities that are not yet owned to the Vice Dean 2/Dean				11			