Educational Facility Management

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Abstract. This study aims to describe and analyze the planning, procurement, use, maintenance, and elimination of educational facilities at SMK Negeri 3 Tondano. The research was conducted using qualitative methods, and data collection was carried out through observation, interviews and documentation. Research informants are managers of facilities and infrastructure that handle the planning, procurement, use, maintenance, and elimination of educational facilities. The results of the study show that planning for educational facilities has not been specifically planned, but is part of general planning. The procurement of educational facilities is carried out in the same way as the procurement of other goods. The use of educational facilities is carried out very strictly and prioritizes safety factors. In the maintenance of educational facilities is not only limited to maintenance, but also has a repair function. The abolition of educational facilities is carried out in a very strict, gradual and tiered manner, and prioritizes the safety factor. Reporting on educational facilities is part of asset reporting through the Regional Management Information System (SIMDA), which is preceded by an inventory of educational facilities.

Keywords: Management of Education Facilities, Facilities, Vocational High Schools

Abstrak. *Tujuan penelitian ini adalah untuk mendeskripsikan dan menganalisis perancangan, pengadaan, penggunaan, pemeliharaan dan pembuangan sarana pendidikan di SMK Negeri 3 Tondano. Penelitian dilakukan dengan menggunakan metode kualitatif dan pengumpulan data melalui observasi, wawancara dan dokumentasi. Ilmuwan komputer riset adalah manajer fasilitas dan infrastruktur yang mengelola perencanaan, perolehan, penggunaan, pemeliharaan, dan pembuangan fasilitas pendidikan. Hasil kajian menunjukkan bahwa desain balai pelatihan tidak direncanakan secara terpisah, melainkan merupakan bagian dari desain keseluruhan. Membeli fasilitas pelatihan dilakukan dengan cara yang sama seperti membeli barang lainnya. Penggunaan fasilitas pelatihan sangat ketat dan mengutamakan aspek keselamatan. Perawatan fasilitas pelatihan tidak terbatas pada pemeliharaan, tetapi juga memiliki fungsi perbaikan. Penutupan lembaga pendidikan akan dilaksanakan dengan sangat ketat, bertahap dan bertahap, serta mengutamakan faktor keamanan. Pelaporan lembaga pendidikan merupakan bagian dari pelaporan inventarisasi sistem informasi penyelenggaraan pemerintahan daerah (SIMDA) yang didahului dengan inventarisasi lembaga pendidikan.*

Kata kunci: Manajemen Fasilitas Pendidikan, Fasilitas, Sekolah Menengah Kejuruan

INTRODUCTION

Every educational institution will always try to improve the quality of the education it organizes, with the hope that the quality of student outcomes will continue to increase from time to time. One effort to improve the quality of student outcomes is to improve the quality

of learning or teaching and learning processes. Various efforts have been made by educational institutions to continuously improve the quality of learning, including by completing educational facilities and infrastructure. Law Number 20 of 2003 concerning the National Education System, among other things, regulates the National Education Standards, namely the minimum criteria for the education system in all jurisdictions of the Unitary State of the Republic of Indonesia. Furthermore, this National Education Standard is specifically regulated again in Government Regulation of the Republic of Indonesia Number 19 of 2005, whose scope includes: 1) content standards; 2) process standards; 3) graduate competency standards; 4) standards for educators and educational staff; 5) standards of facilities and infrastructure; 6) management standards; 7) financing standards; and 8) educational assessment standards. Given the large number of educational facilities, research is limited to educational facilities that are directly related to the teaching and learning process (PBM).

Research on the management of educational facilities at SMK Negeri 3 Tondano has never been done before, so there are no references from previous research. Besides that, there is also no supporting theory regarding the management of educational facilities, so in this study, the theory used is the theory of asset management, which has been written by several experts. According to Siregar (2004), asset management can be divided into five stages: asset inventory, legal audit, asset appraisal, asset optimization, and asset monitoring and control through the Regional Asset Management Information System (SIMDA). 1 Meanwhile, according to the Australian National Audit Office, Asset Management Handbook, 1996, the asset life cycle includes: planning (asset planning), acquisition (procurement of assets), operation and maintenance (use and maintenance of assets), and disposal (deletion of assets). From initial observations, it is indicated that there are several processes and implementations of educational facility management at SMK Negeri 3 Tondano that are not in accordance with the existing theory. Based on the background mentioned above, this research will conduct a study on the management of educational facilities at SMK Negeri 3 Tondano. The purpose of this study is to describe and analyze the planning, procurement, use, maintenance, and elimination of educational facilities that are directly related to the teaching and learning process at SMK Negeri 3 Tondano.

METHOD

The research method used is qualitative research, intended to study intensively the background of the current situation and position as well as the environmental interactions of certain social units that are as they are. 3 The background of the research was carried out at SMK Negeri 3 Tondano.The research data is related to the focus of the problem, namely the planning, procurement, use, maintenance, and elimination of educational facilities that are directly related to the teaching and learning process at SMK Negeri 3 Tondano. Data collection techniques used are observation, interviews, and documentation. To check the validity of the data, the technique of checking the validity of the triangulation data was used, namely by 1) comparing observational data with interview data, 2) comparing what people said in public with what they said privately, 3) comparing what people said about the research situation with what he said all the time, 4) comparing one's situation and perspective with various opinions and views of other people, and 5) comparing the results of interviews with the contents of a related document.Data analysis is inductive in nature and is carried out before entering the field, while in the field, and after finishing in the field. Data analysis before entering the field with a preliminary study of secondary or pre-survey data to determine the research focus. Data analysis was also carried out during data collection and after the completion of data collection in the field. Presentation of data in the form of narrative text.

RESULTS AND DISCUSSION

The planning for educational facilities at SMK Negeri 3 Tondano is structured as part of a medium-term general plan for a period of five years and a short-term plan for one year, with reference to the main tasks and functions formulated in plans that are mutually sustainable, so that various formulations are obtained by determining directions, goals, strategic objectives, programs, and activities. In detail, planning for educational facilities is drawn up in a short-term development plan that is formulated in the Work and Budget Plan (RKA) of SMK Negeri 3 Tondano 2019, which is a planning of program activities to be carried out in FY 2020. In making plans, SMK Negeri 3 Tondano is guided by Ministerial Regulations Finance Number 120/Pmk.06/2007 concerning the administration of regional property. The definition of a BMD Needs Plan, hereinafter referred to as RKBMD, is the details of BMN needs in the future that are prepared based on past procurement of goods and current conditions.In addition, it is also guided by the Plan.North Sulawesi Provincial Government Strategy, Regional Education

Office for the current year, and Vocational High School Planning GuidelinesResearch findings in general show that SMK Negeri 3 Tondano has carried out management functions, namely planning, organizing, acting, and controlling (planning, organizing, implementing, and controlling), but specifically in the management of educational facilities, no planning has been carried out for these educational facilities. This does not mean that the problem of educational facilities at the Military Academy cannot be managed properly.

The organization and tasks at SMK Negeri 3 Tondano are well organized based on a clear structure of functions and hierarchies, so that when there are problems in one aspect of the education facility management cycle, the leadership at SMK Negeri 3 Tondano will use its authority to overcome these obstacles. Through coordination and cooperation between units, obstacles will be resolved soon. Thus, although it has not been specifically planned for the problem of educational facilities, the management cycle of educational facilities at SMK Negeri 3 Tondano can still be carried out. However, as an educational unit, special plans should be made for the problem of educational facilities to anticipate possible obstacles that will occur and provide solutions to overcome them.The findings regarding the procurement of educational facilities in the form of computers are basically no different from the process and implementation of the procurement of other goods, except that at SMK Negeri 3 Tondano they emphasize the principles of procurement, namely efficient, effective, open and competitive, transparent, fair and not discriminatory, and accountable. What is meant by efficient is that the procurement of cross-cliff ropes must be endeavored using limited funds and resources to achieve an accountable target. What is meant by effective is that with the available resources you can get climbing ropes that have the highest possible value, namely the best quality, timely delivery, quantity fulfilled, and ability to synergize with other equipment. Computers at SMK Negeri 3 Tondano are urgently needed to replace those that have been damaged as a result of their life spans being almost over. Computer procurement has been carried out in accordance with applicable regulations and is equipped with the necessary administrative requirements.

From the description above, it can be seen that the use of educational facilities, especially the procurement of computers, must be carried out carefully, completely, and in an orderly manner, with full caution and anticipatory measures, to ensure that the procurement of computers meets the specifications required.While the findings specifically are of a special nature, the process and implementation of the maintenance of educational facilities in the form of a computer, which is one of the educational facilities at SMK Negeri 3 Tondano, are also of

a special nature. This specialty can be seen, among other things, in computer maintenance, where special maintenance is needed in contrast to other materials, for example furniture, where there is no need to form a special organization. In this organization, the duties of each personnel are clearly described—who does what. In addition, to fill in the organizational structure, special personnel must also be selected, namely those who meet certain requirements and criteria that are appropriate and in accordance with the task of maintaining computers. Computer maintenance is not just maintenance in a narrow sense but much broader than that, which is included in repair activities. In maintenance activities, if damage is found to a component or part of a computer, repairs must be made so that the computer can be used again and functions as well as possible. In computer maintenance and repair, it is carried out in stages, starting with the planning, preparation, implementation, and termination stages. When damage occurs and requires repair, it is also carried out in stages, beginning at the unit level, progressing to the regional level, and concluding at the central level.Likewise with the process and implementation of the removal of educational facilities in the form of computers. As with maintenance, the process and implementation of the elimination of educational facilities in the form of weapons are also carried out specifically. In deleting, it is necessary to consider two things, namely, technical considerations and economic considerations. Technical considerations, among other things, because the weapon was badly damaged and could no longer be used. Economic considerations, among others, include the fact that maintenance and operational costs are greater than the benefits obtained. In order to delete a computer, it is necessary to form a deletion team that outlines the duties of each person involved in the team. The deletion team is composed of members from the lower unit level up to the provincial government asset level. The implementation of the deletion is carried out starting from the planning stage, the preparation stage, the implementation stage, and the termination stage. The elimination of weapons may not be carried out at the education unit level but must be carried out at the provincial government level, along with the related asset fields involved in the process and implementation of the removal of computers. This is intended, among other things, so that the elimination of computers as goods that support education can be monitored and carried out properly and correctly.Facility inventory and reportingEducation was found after conducting research. Reporting on educational facilities at SMK Negeri 3 Tondano, incorporated in reporting regional property (BMD), which is the responsibility of SMK Negeri 3 Tondano as a whole, is not only devoted to reporting educational facilities; thus, the basis for reporting educational facilities is the same as the basis for reporting regional property (BMD).

During the preparation stage for reporting on educational facilities at Tondano 3 Public Vocational High School, namely in the activity of providing information to the lower units to make BMD reports for which they are responsible according to a predetermined time period, the lower units automatically carry out inventory activities for the BMD they are responsible for. The lower unit cannot report BMD correctly without being preceded by an inventory, so in reporting BMD as a whole at SMK Negeri 3 Tondano, where there are educational facilities, an inventory of educational facilities has automatically been carried out.The education unit conducts an inventory of goods every month in preparation for making a BMD SIMDA report every semester.

CONCLUSIONS

Planning for educational facilities has not been prepared specifically but is still incorporated in the general planning of programs and activities at SMK Negeri 3 Tondano as a whole. Whereas in the procurement of computers, according to the rules set by the government, the North Sulawesi Provincial Government's Assets Sector has carried out activities in accordance with the rules, both administratively and in the steps of its activities, accompanied by evidence and activity documentation.Computer maintenance activities are very important because the computer is indispensable equipment. Time delays in maintenance will have an impact on computer damage and can affect the functioning of components, so that the computer cannot be used as it should. Computer maintenance is not just mere maintenance but also in the context of repairs for damaged computers, and it is still possible to repair them. After the computer has been maintained or repaired, it must be tested until it functions properly and perfectly.

Computer erasing activities are very important because computers are important equipment. Computers that are no longer usable because they are badly damaged and cannot be repaired must be written off, and the process and implementation of computer deletion cannot be done haphazardly but must go through strict procedures and administration. In erasing computers at Tondano 3 Public Vocational School as one of the educational facilities, a team for deletion was arranged starting from the education unit level to the provincial government level. This shows that the activity of deleting material on a computer cannot be carried out haphazardly or carelessly but must go through complete and strict procedures and administration.It is recommended that the planning of educational facilities be carried out

specifically, although it remains part of the general planning of the entire assets of SMK Negeri 3 Tondano, and the organization that manages educational facilities is further refined by involving the staff of the directors of related institutions, departments, and units.

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