

**MANAJEMEN SARANA DAN PRASARANA  
DI SMP ISLAM AL AZHAR 12 RAWAMANGUN JAKARTA TIMUR**

**(2016)**

**Ranty Pebriantika**

**ABSTRAK**

Tujuan penelitian ini adalah untuk mengetahui manajemen sarana dan prasarana yang dilihat dari perencanaan, pengadaan, dan penghapusan sarana dan prasarana pendidikan di SMP Islam Al Azhar 12 Rawamangun Jakarta Timur. Penelitian ini dilakukan pada bulan Oktober 2015 hingga April 2016. Penelitian ini menggunakan pendekatan kualitatif dengan metode deskriptif. Teknik pengumpulan data dilakukan dengan wawancara, observasi, dan studi dokumentasi. Sumber data dari penelitian ini adalah Kepala Sekolah, Wakil Kepala Sekolah, Staf Sarana dan Prasarana, Guru, Kepala Bagian Umum Sarana dan Prasarana, Kepala Kesekretariatan/ Pembelian, dan Staf Pembelian.

Hasil dari penelitian menyimpulkan bahwa; (1) perencanaan sarana dan prasarana pendidikan meliputi: membuat analisis kebutuhan, menetapkan skala prioritas dengan mengadakan rapat kerja (RAKER) di sekolah, menyusun anggaran, dan mengesahkan RAPBS, (2) pengadaan sarana dan prasarana pendidikan meliputi: pengajuan surat permohonan pengadaan barang ke yayasan, yayasan dan sekolah membahas kembali mengenai spesifikasi barang dan anggaran yang tersedia, bagian pembelian melakukan survei harga barang dan membuat *purchase order* (PO) ke *supplier*, penukaran *voucher* pembelian, pembelian barang, pendistribusian barang, dan (3) penghapusan sarana dan prasarana pendidikan meliputi: melaporkan kerusakan barang, membuat surat permohonan penghapusan ke yayasan, pengecekan barang oleh bagian pemeliharaan yayasan, melaporkan hasil pengecekan, SK Penghapusan dilakukan, pencatatan barang yang dihapuskan, dan pelaksanaan penghapusan.

**Kata kunci: Manajemen Sarana dan Prasarana, Perencanaan, Pengadaan, Penghapusan.**

**MANAGEMENT OF FACILITIES AND INFRASTRUCTURE  
IN SMP ISLAM AL AZHAR 12 RAWAMANGUN JAKARTA TIMUR**

**(2016)**

**Ranty Pebriantika**

**ABSTRACT**

*The purpose of this study was to determine Management of Facilities and Infrastructure seen from planning, procurement and disposal of education facilities and infrastructure in SMP Islam Al Azhar 12 Rawamangun Jakarta Timur. This research was conducted on October 2015 until April 2016. The study used a qualitative approach with descriptive method. Data was collected through interviews, observation, and document research. Sources of data from this study is the Principal, Vice Principal, Staff of School Facilities and Infrastructure, Teacher, Head of Public Infrastructures, Head of Secretariat/Purchasing, and Purchasing Staff.*

*The results of the study concluded that; (1) planning of education facilities and infrastructure include: making a needs analysis, define the scale of priorities by held a working meeting (RAKER) in school, preparing budgets and authorize the school budget, (2) procurement of education facilities and infrastructure include: procurement submission of a written request to the foundation, the foundation and the school discuss again on the specifications of the goods and the available budget, the purchasing department conducted a survey of prices of goods and create a purchase order (PO) to the supplier, the purchase voucher redemption, purchase of goods, distribution of goods, and (3) disposal of education facilities and infrastructure include: reported damage to goods, make a written request to the elimination of the foundation, checking the goods by the foundation maintenance section reports the results of checking, SK expunge, records of goods to be abolished, and the implementation of the removal.*

**Keywords: Management of Facilities and Infrastructure, Planning, Procurement, Disposal.**