

ANALYSIS OF PROCUREMENT OF OFFICE FACILITIES AND INFRASTRUCTURE AT THE JAKARTA CIKINI LIBRARY

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Abstract

Facilities and infrastructure are the main support for productivity within a company. If a company wants a significant increase in productivity, the first thing to pay attention to is the facilities and tools available to employees. Office facilities and infrastructure such as office equipment and work space require special attention in procurement. If the procurement of office infrastructure is not carried out properly, it will result in disruption of work activities. The aim of this research is to determine the provision of infrastructure at Cikini Jakarta libraries. This research method uses a case study method, which is an in-depth research approach to certain cases or phenomena in a real context. The results of the research through observation and interviews show that the procurement of office infrastructure such as procurement of official vehicles, cleaning equipment, then schedules and obstacles in the procurement of infrastructure such as procurement schedules for example for vehicles or air conditioners are usually scheduled every three months and will be carried out for maintenance. Obstacles that occur when there is damage to infrastructure means we cannot immediately procure the goods, but must report it to the building manager. The researcher felt this obstacle himself when he was going to conduct the interview, there were several lifts and escalators that were not working. Even though various kinds of existing facilities and infrastructure are procured routinely and periodically, not all office facilities and infrastructure receive sufficient attention for procurement. This can be seen from the storage room for office equipment and machines which are not properly maintained and are not immediately repaired when damage occurs.

Keywords: Analysis, procurement, facilities, infrastructure and library offices

INTRODUCTION

Facilities and infrastructure are the main support for productivity within a company. Office facilities and infrastructure such as office equipment and work space require special attention in procurement. Facilities and infrastructure certainly really help smooth and efficient work. Based on the results of direct and indirect observations carried out at the Jakarta Cikini Library, it was found that the procurement of facilities and infrastructure had not been carried out optimally. Office facilities and infrastructure are very important for carrying out office work and helping employees carry out organized work (komala 2022). Good integration of information technology is the main key to an efficient and effective office. Technological advances enable better collaboration, more structured data management, and faster access to

information. Technology is an important pillar for optimizing company performance today. A company definitely needs adequate infrastructure to do its work. Having good office facilities and equipment is of course very important for every business to carry out operational activities and achieve its stated goals. Office facilities include tools for carrying out work activities, office equipment and consumables. Books, magazines, regulations, information sheets, internet, intranet, and other means that are considered sources of information function as references or references for organizational regulations and company operational standards. according to (Priansa & Garnida, 2020) Office infrastructure is divided into two groups. The first group consists of spatial layouts, which include places for demonstration work units, office layouts, and types of offices. The second group consists of physical conditions, such as decoration, cleanliness, ventilation, temperature, lighting, health and work safety.

Procurement of infrastructure is defined as the activity of obtaining or realizing the facilities and infrastructure needed by the office for which the budget is approved. Types of procurement can be categorized into 4 types, namely direct and indirect procurement, and goods and service procurement. All companies must of course have facilities and equipment in their offices to support the needs of employees in carrying out their work. Therefore, it is necessary to procure office facilities and infrastructure. The author also uses previous research on the procurement of office facilities and infrastructure as a source of information. This research is important to use as information and reference material for writers.

METHOD

The location of this research was carried out at the Jakarta Cikini Library which is located at Taman Ismail Marzuki Jl. Cikini Raya No. 73. Rt 8/Rw2, Cikini, Menteng District, Central Jakarta City. The reason the researcher chose this location was to find out and analyze the provision of facilities and infrastructure at the Jakarta Cikini Library. This research uses a qualitative approach, a qualitative approach is one type of approach that is often used in the case study approach. The case study research method is a research approach that explores certain cases or phenomena in a real context. This method involves an in-depth analysis of the case, with the aim of thoroughly understanding the case, exploring relevant information, and identifying patterns, factors, or variables that influence the case.

Primary and secondary data were used in this research. Primary data is obtained directly from original sources without intermediary media; Secondary data is obtained indirectly by researchers through intermediary media. The sampling technique uses a non-probability

sampling method with a purposive sampling method. In qualitative research, case study research data collection techniques can be obtained from several techniques, such as interviews, observation, and documentation. Triangulation techniques are used in qualitative research so that the data can be accounted for as scientific research. The triangulation technique examines data sequentially by comparing facts from one source to another. triangulation of different methods of checking the validity of information. Qualitative data analysis is the process of interpreting and organizing data obtained from qualitative sources, such as interviews, observations, or text documents. The main goal of qualitative data analysis is to gain a deep understanding of the phenomenon being studied, identify patterns, themes, and relationships that emerge from the data, and make rich and contextual interpretations.

RESULTS AND DISCUSSION

Procurement of Infrastructure

Procurement of facilities and infrastructure is the process of providing objects or office needs, both moving and immovable, and used to achieve common goals that are tailored to the needs of the office. Based on the results of observations, procurement of infrastructure has been carried out, such as procurement of cleaning tools to clean work rooms and toilets. However, there is some equipment that is down, such as escalators and elevators.

Arrangement of Infrastructure Procurement Schedule

The activity schedule for procuring office facilities is carried out differently for various types of existing infrastructure. Participants explained further regarding the schedule for procuring office infrastructure at the Jakarta Cikini Library.

Obstacles and Solutions in Maintaining Infrastructure

Based on the results of the observations that have been made, there is agreement with the results of interviews with participants. Obstacles that occur when there is damage to infrastructure means we cannot immediately procure the goods, but must report it to the building manager. From the results of the interview, these obstacles could not be handled

quickly because the Jakarta Cikini Library had not yet fully carried out repairs or procurement, but reported the existing damage to the building management.

CLOSING

Based on the analysis that has been carried out from existing data, the following conclusions can be drawn:

1. The research results show that, although various types of existing facilities and infrastructure are procured routinely and periodically, not all office facilities and infrastructure receive sufficient attention for their procurement. This can be seen from several office equipment and machines that are not properly maintained and are only repaired when damage occurs.
2. There is a schedule for the procurement of infrastructure to be carried out so that the time and process required for the procurement activity can be known, which is also a form of preventive action, namely steps taken to prevent potential damage to office infrastructure.
3. There were obstacles in the procurement of infrastructure due to the lack of complete delivery for the procurement of office facilities and infrastructure at the library itself as well as equipment that has its own lifespan so it cannot be used forever. The solution to these two obstacles is that employees will report to the building owner when damage occurs and carry out checks once a month to check the suitability of the equipment.

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