Minggu Ke : …………………

Lokasi / Sektor : ………………….

Bulan : …………………

Tahun : .........................

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| **No.** | **Kriteria** | | **Tanggal** | | | | | | **Keterangan** |
|  |  |  |  |  |  |
| **I.** | **KEBERSIHAN** | | **N I L A I** | | | | | |  |
| ***A. GEDUNG / HALAMAN*** | |  |  |  |  |  |  | *Nilai :*  *1 masih kotor*  *2 kurang bersih*  *3 cukup*  *4 bersih*  *5 sangat bersih* |
| 1. | Lantai |  |  |  |  |  |  |
| 2. | Dinding tembok |  |  |  |  |  |  |
| 3. | Dinding kaca |  |  |  |  |  |  |
| 4. | Jendela kaca |  |  |  |  |  |  |
| 5. | Langit-langit |  |  |  |  |  |  |
| 6. | Wastafel |  |  |  |  |  |  |
| 7. | Klosed |  |  |  |  |  |  |
| 8. | Orinoir |  |  |  |  |  |  |
| 9. | Halaman |  |  |  |  |  |  | 1. *Kotor* 2. *Cukup* 3. *Bersih* |
| 10. | Selokan |  |  |  |  |  |  |
| 11. | Taman & Halaman |  |  |  |  |  |  | 1. *Tdak terawat* 2. *Kurang* 3. *cukup terawat* 4. *terawat* 5. *Sangat terawat* |
| ***B. PERLENGKAPAN KANTOR*** | |  |  |  |  |  |  |  |
| 1. | Furniture (Sofa, meja, kursi, lemar) |  |  |  |  |  |  | *1 kotor*  *3 cukup*  *5 bersih* |
| 2. | Alat Elektronik |  |  |  |  |  |  |
| 3. | Perangkat Komputer |  |  |  |  |  |  |
| 4. | Papan Tulis |  |  |  |  |  |  |
| II | **FASILITAS KERJA** | |  |  |  |  |  |  |  |
| *1.* | *Peralatan Kerja :* | | | | | | |  |
|  | * Sapu Ijuk |  |  |  |  |  |  | *1 - tidak tersedia*  *2 - tersedia tidak cukup*  *3 - tersedia cukup*  *4 - tersedia lebih* |
| * Sapu lidi |  |  |  |  |  |  |
| * Alat pel |  |  |  |  |  |  |
| * Ember |  |  |  |  |  |  |
| * Sikat Lantai |  |  |  |  |  |  |
| * Lap / Serbet |  |  |  |  |  |  |
| * Kemoceng |  |  |  |  |  |  |
| *2.* | *Perlengkapan Kerja / Obat-obatan* | | | | | | |  |
|  | * Sabun Cuci Tangan |  |  |  |  |  |  | *1 - tidak tersedia*  *2 - tersedia tdk lengkap*  *3 - tersedia tdk cukup 1 bln*  *4 - tersdia cukup*  *5 - tersedia lebih* |
| * Pembersih lantai |  |  |  |  |  |  |
| * Pembersih Kaca |  |  |  |  |  |  |
| * Kamper |  |  |  |  |  |  |
| * Tissue |  |  |  |  |  |  |
| * Pewangi ruangan |  |  |  |  |  |  |
| * Pembasmi serangga |  |  |  |  |  |  |

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| Catatan : |

|  |  |  |
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| Mengetahui  Kabag. Adm. Umum  (.............................................) | Diperiksa,  Kabag. Adm. Umum  (................................................) | Penilai,  Kaur. Rumah Tangga  (..................................................) |