Minggu Ke : …………………

Lokasi / Sektor : ………………….

Bulan : …………………

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 : |

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