

## ABSTRAK

**Siti Kurniawati, NIM H.1910529, Implementasi Manajemen Sarana dan Prasarana Di SD Negeri Nambo 02. Skripsi Pendidikan Guru Sekolah Dasar, Fakultas Agama Islam dan Pendidikan Guru Universitas Djuanda Bogor 2023.**

Penelitian ini bertujuan untuk mengkaji tentang pelaksanaan manajemen sarana dan prasarana di SD Negeri Nambo 02. Tujuan Penelitian ini adalah untuk mengetahui pelaksanaan manajemen sarana dan prasarana Pendidikan di SD Negeri Nambo 02 pada bagian Pengadaan, Pemeliharaan, Penghapusan sarana dan prasarana. Pendekatan ini adalah kualitatif, dengan jenis penelitian studi kasus dengan subjek penelitian yang meliputi Kepala sekolah, Staf tata usaha dan guru. Pengumpulan data menggunakan wawancara, observasi dan dokumentasi. Data yang diperoleh dianalisis melalui reduksi data, penyajian data, dan penarikan kesimpulan. Hasil penelitian menunjukkan bahwa : (1) Pengadaan sarana dan Prasarana di SD Negeri Nambo 02, dilakukan dengan pengadaan ruang kelas dan ruang komputer, pengadaan media komputer dan infokus melalui penganggaran dari sekolah yang didapat dari dana bos dan donatur, pengadaan sarana dan prasarana juga bisa melalui pengajuan proposal yang diajukan kepada dinas kabupaten (2) Pemeliharaan sarana dan prasarana dengan cara perawatan sehari-hari, mingguan atau bulanan. Sehari hari seperti membersihkan ruangan kelas, halaman, meja, kursi dan wc, Adapun perawatan lain yang dilakukan yaitu perawatan darurat. Perawatan ini dilakukan apabila ada barang yang akan digunakan dalam keadaan rusak. (3) Penghapusan sarana dan prasarana di SD Negeri Nambo 02, dengan cara pemusnahan atau pelelangan, mendata terlebih dahulu mana barang yang akan di hapus dari buku penghapusan dan pelaksanaan penghapusan ini harus memenuhi syarat dan kriteria serta harus melalui beberapa tahap dan prosedur.

Kata Kunci : Manajemen, Sarana dan Prasarana.

## **ABSTRACT**

***Siti Kurniawati, NIM H.1910529 Implementation of Facilities and Infrastructure Management at SD Negeri Nambo 02 Thesis Education Department of Elementary School Teacher Education, Faculty of Islamic Religion and Teacher Education, University of Djuanda Bogor 2023.***

*This study aims to examine the implementation of management of facilities and infrastructure at SD Negeri Nambo 02. The purpose of this study is to determine the implementation of management of educational facilities and infrastructure at SD Negeri Nambo 02 in the Procurement, Maintenance, Removal of facilities and infrastructure. This approach is qualitative, with the type of case study research with research subjects including school principals, administrative staff and teachers. Data collection using interviews, observation and documentation. The data obtained were analyzed through data reduction, data presentation, and conclusion drawing. The results showed that: (1) Procurement of facilities and infrastructure at SD Negeri Nambo 02, carried out by procuring classrooms and computer rooms, procurement of computer media and infocus through budgeting from schools obtained from boss funds and donors, procurement of facilities and infrastructure can also be through submitting proposals submitted to the district office (2) Maintenance of facilities and infrastructure by means of daily, weekly or monthly maintenance. Daily maintenance such as cleaning classrooms, courtyards, tables, chairs and wc, As for other maintenance carried out, namely emergency maintenance. This maintenance is carried out if there are items that will be used in a damaged condition. (3) The elimination of facilities and infrastructure at SD Negeri Nambo 02, by means of destruction or auction, first records which items will be removed from the deletion book and the implementation of this deletion must meet the requirements and criteria and must go through several stages and procedures.*

*Keywords: Management, Facilities and Infrastructure.*

