

Management of Elementary School Facilities in Lingsar, West Lombok District, Indonesia Viewed from Planning Aspects

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Abstract. This study aimed to determine how the management of elementary school facilities in Lingsar, West Lombok Regency, is viewed from a planning perspective. This research is qualitative research with a descriptive method. Data collection was carried out through document analysis, observation and interviews. Data analysis was done through three stages: data reduction, presentation, and conclusion. The study results found that planning is the first process in educational facility management, namely planning needs. This process is critical to avoid the occurrence of an unexpected error.

Keywords: Management; Infrastructure; Planning.

INTRODUCTION

Education is the responsibility of the family, school and society [1, 2]. Every human being will always experience change and development [3]. Educational institutions such as schools must have infrastructure to support the implementation of learning activities [4, 5]. These educational facilities are devices, equipment, and furniture used directly in school learning. At the same time, infrastructure is equipment used indirectly in the learning process at school [6, 7]. Related to this, managing facilities and infrastructure is critical to last a long time and be used for quite a long time. Facilities and infrastructure are the educational resources that are needed and very important to be appropriately managed, and they are an inseparable part of education management [8].

These infrastructure facilities can create comfort and satisfaction, speed up and facilitate work processes, and increase effectiveness [9]. Thus, the need for these facilities and infrastructure is critical. In its management, it must be planned,

held, inventoried, maintained, monitored, written off, and reported within a certain period. To be used properly, good maintenance is needed for a long time. The management principle is attaining goals, efficiency, administration, clarity, responsibility and cohesiveness.

The management of infrastructure facilities is one of the school quality standards and school standards for achieving the expected accreditation [10]. These things can be achieved depending on how facilities and infrastructure are managed, such as furniture, educational equipment, educational media, books, consumable materials, land, classrooms, education unit leadership rooms, educator rooms, laboratory rooms, workshop rooms, and unit rooms. Production, canteen rooms, power and service installations, places for sports, places of worship, places for play, and places for recreation.

The condition of infrastructure facilities in 33 elementary schools in the Lingsar sub-district, West Lombok district, has many deficiencies. One example is that many schools do not comply with their accreditation. The criteria for schools that

meet accreditation standards. A have complete infrastructure as a supporting capacity in education so that educational goals can be achieved optimally. Optimizing the fulfilment of these infrastructure facilities will contribute to the course of education, which produces suitable activities, is supported by adequate human resources, and can utilize and manage infrastructure facilities, making schools a reference in society.

Good management of facilities and infrastructure will spur an increase in the excellence of each school. Thus, every school with elements of quality human resources can be an indicator of success as a support for increasing the accreditation of a school institution. The condition of the facilities and infrastructure in elementary schools in West Lombok Regency needs attention. Namely, the library room, toilets, and prayer room need attention and maintenance in their management so that there is comfort in their use. This management can be carried out by human resources in the school as assigned by the principal. This will affect the progress of the school. Good management of facilities and infrastructure can indicate increasing the accreditation of each of these schools. Researchers hope that good facilities and infrastructure management for each elementary school in West Lombok Regency can successfully advance the school itself.

METHOD

This research is qualitative or naturalistic. Qualitative research places more emphasis on understanding and meaning, is closely related to specific values, places more emphasis on process than measurement describes, interprets, gives meaning, is not sufficient with mere explanation, and utilizes multiple research methods [11].

This research will be carried out in elementary schools in the Lingsar sub-district, West Lombok district, namely SD Negeri 2 Dasan Geria, SD Negeri 1 Lingsar and SD Negeri 1 Gontoran by focusing on the management of facilities and infrastructure in elementary schools in the Lingsar sub-district, West Lombok district.

The sources of data in this study were informants, namely people who were used to provide information about the situation and conditions of the research background selected as key informants, namely informants based on specific considerations who met the requirements as in-

formants who were very knowledgeable about the aspects of the problem being studied [12]. The informants who were the subjects of the study were school principals, deputy heads, and subject teachers.

Data collection techniques used in this study are observation, interviews, and documentation. Data analysis in research was carried out when data collection took place and after completing data collection within a certain period. The researcher analyzed the interviewees' answers at the time of the interview. If the answers interviewed after being analyzed are unsatisfactory, the researcher will continue the question until a particular stage. Data is obtained that is considered credible. Melis and Humberman suggest that activities in qualitative data analysis are carried out interactively and continuously until completion so that the data is saturated. Activities in data analysis are:

1) Data reduction is a synthetic thinking process requiring high intelligence, breadth, and depth of insight. Meanwhile, reducing data means summarizing, choosing the main things, and focusing on things that are important to look for;

2) Data display (data presentation): data presentation can be done in brief descriptions, charts, relationships between categories, flowcharts and the like. In this study, the validity test of the data used was the degree of trust (credibility) with triangulation of data sources.

RESULTS AND DISCUSSION

The first process in managing educational facilities is planning needs. According to the results of an interview with the Principal of SD Negeri 2 Dasan Geria, planning is a critical process to avoid unexpected mistakes. Careful planning will make an activity carried out properly by predetermined goals and make it easier for us to know the budget that must be provided for carrying out the activity. This was also conveyed by the Head of SD Negeri 1 Gontoran and the Head of SD Negeri Lingsar. Good planning, systematic, careful and thorough will produce something good in the following process, of course, by looking at and analyzing the needs of activities and the priority scale by the availability of funds so that the facilities and infrastructure that will be needed later really suit the needs used in the learning process at school. This was also explained during the interview, he said:

"Strategy what is done is good, systematic, thorough and careful planning will produce something good in the following process, of course by looking at and analyzing the needs of activities and the scale of priorities by the availability of funds so that the facilities and infrastructure that will be needed later really fit the needs used in the learning process at school.

One must also consider the priority scale needed in the activity process in planning. As stated by the Head of SD Negeri 1 Lingsar. In planning, you must focus on steps such as compiling reasonable steps, preparing solutions if unwanted things happen, identifying problems that will occur later, and seeing benchmarks in preparing goods.

"The planning process must focus on steps such as compiling good steps and preparing solutions if unwanted things happen, focusing on identification problems that will occur later, and looking at the benchmarks in preparing the goods."

We should think about this process in planning so that unwanted things won't happen, or at least we should prepare everything if something unfavourable happens. The same was conveyed in an interview with the Principal of SD Negeri 2 Dasan Geria. Good planning in managing infrastructure at school must consider the number of activities or items needed in the learning process, such as what items are required. Next, we have to look at the process of its activities, making it easier for us to choose and use goods according to their place and condition.

"The planning strategy in managing school infrastructure must consider the number of activities or items needed in the learning process, for example, what items are needed. Next, we have to look at the process of its activities, making it easier for us to choose and use goods according to their place and condition. Good planning at the beginning when managing infrastructure facilities will determine whether it is still suitable for use."

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Planning is the first process in managing educational facilities. According to the results of an interview with the Principal of SD Negeri 2 Dasan Geria, planning is a critical process to avoid unexpected mistakes. Careful planning will make an activity carried out properly by predetermined goals and make it easier for us to know the budget that must be provided for carrying out the activity. This was also conveyed by the Head of SD Negeri 1 Gontoran and the Head of SD Negeri Lingsar: good planning, systematic,

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CONCLUSIONS

Planning is the first process carried out in an educational facility management is planning needs. This process is critical to avoid the occurrence of an unexpected error. Careful planning will enable an activity to be carried out properly according to predetermined objectives and make it easier for managers to know the budget that must be provided for carrying out the activity. Proper and careful planning will be based on an analysis of activity needs and a scale of priorities based on the availability of funds.

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