

JADWAL PETUGAS KEBERSIHAN DAN KEAMANAN  
BULAN DESEMBER 2024

| NO | URAIAN PEKERJAAN                                                 | TANGGAL |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | PETUGAS                                                                               | WAKTU PELAKSANAAN                                                              |
|----|------------------------------------------------------------------|---------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|    |                                                                  | 1       | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |                                                                                       |                                                                                |
| 1  | Membersihkan ruangan kantor utama dan pelayanan                  |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Kantor Utama : Sulistina<br>Sri Jumnia<br>Kantor Pelayanan : Sulistina                | Senin-Jumat<br>06.00 s.d. 07.00 dan<br>15.30 s.d. 16.30                        |
| 2  | Membersihkan toilet kantor utama dan pelayanan                   |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 3  | Menyediakan dan mendistribusikan minuman/makanan                 |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 4  | Membersihkan area dapur kantor utama dan pelayanan               |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 5  | Melakukan kegiatan pramusaji lainnya                             |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 6  | Membersihkan jalan kawasan pelabuhan                             |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Zona I<br>Apriyadi, Rendi, Robetsi, Supriyadi<br>Zona II<br>Kartin, Jhony, Eko, Cecep | Senin-Jumat 06.00 s.d.<br>07.00<br>Sabtu-Minggu/Hari Libur<br>07.00 s.d. 11.00 |
| 7  | Membersihkan area kantor utama dan pelayanan                     |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 8  | Membersihkan area dermaga pelabuhan                              |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 9  | Membersihkan area TPI                                            |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 10 | Melakukan pemilahan dan penimbangan sampah organik dan anorganik |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 11 | Membuang sampah ke TPS                                           |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 12 | Membersihkan dan menata kembali peralatan kerja                  |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 13 | Melakukan pengolahan sampah                                      |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 14 | Memotong rumput dan merapikan tanaman                            |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 15 | Membersihkan saluran air/drainase                                |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 16 | Penyemprotan Drainase TPI                                        |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 17 | Melakukan apel serah terima penjagaan                            |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Petugas Keamanan                                                                      | Shift I : 00.01 - 08.00<br>Shift II : 08.01 - 16.00 Shift<br>III : 16.01-00.00 |
| 18 | Melakukan patroli area dermaga, TPI dan kolam pelabuhan          |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 19 | Melakukan patroli area parkir kendaraan                          |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 20 | Melakukan patroli area kantor utama dan pelayanan                |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 21 | Menaikan/Menurunkan bendera                                      |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 22 | Mematikan/Menghidupkan lampu kantor utama dan pelayanan          |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |
| 23 | Membuka/mengunci pintu dan gerbang kantor utama dan pelayanan    |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                       |                                                                                |

Kepala Sub Bagian Umum



Tito Erza Laksana