

**JADWAL PETUGAS KEBERSIHAN DAN KEAMANAN  
BULAN NOVEMBER 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 |                                                                                                                                        |                                                                                       |
| 1  | Membersihkan ruangan kantor utama dan pelayanan                  |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | <b>Kantor Utama :</b><br>Yulita Sari<br>Devitri Wahyuni D<br><br><b>Kantor Pelayanan :</b><br>Nuria                                    | 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                             |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | <b>Zona I</b><br>Sukarsono Afrindo Januardi<br>Julimin<br><br><b>Zona II</b><br>Maulidi Kurniawan<br>Ali Syaifullah<br>Angga Virgiawan | Senin-Jumat<br>06.00 s.d. 07.00<br><br>Sabtu-Minggu/Hari<br>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<br>Shift 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 | Mema kan/Menghidupkan lampu kantor utama dan pelayanan           |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                        |                                                                                       |
| 23 | Membuka/mengunci pintu dan gerbang kantor utama dan pelayanan    |         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                                                                                                                                        |                                                                                       |

Kepala Subbagian Umum,

Junita E. Damanik

Koordinator K5

Sendy Bastian