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CHAPTER II

GENERAL DESCRIPTION

A. Hotel's Profile

1. History

Dormitory is one of the facilities provided by University Multimedia Nusantara for its students, especially those from outside Jabodetabek. The Dormitory Building was handed over from the Summarecon company to the Kompas company in 2009, and began to be inhabited by UMN students in 2011, The purpose of establishing the University Multimedia Nusantara dormitory is to form students who are independent, sensitive and foster a creative spirit.

This Dormitory is still held over by the Kompas Company and the University Multimedia Nusantara Dormitory is managed by Mrs. Evy Novita R, ST under the responsibility of Mr. Ir. Andre Andoko, M.Sc (Vice Rector II of UMN).

Each room is equipped with a spring bed, wardrobe, study table, study chair and full AC. UMN dormitory public facilities are equipped with a guest lobby, pantry on each floor equipped with a refrigerator, gas stove and microwave, an integrated security system, cleaning service, stationary, canteen, group study discussion room, parking for vehicles cars, motorbikes and bicycles.



Figure 2. 1 UMN Dormitory Building

2. Facilities

The facilities that already provided by the university are the main lobby, pantry for each floor (refrigerator, gas stove, and microwave), and Wifi connection , cleaning service, canteen, discussion room, , parking area and etc.

Table 2.1

Rooms in Universitas Multimedia Dormitory





No.	Room Type	Description
1.	 <p>Figure 2.2 Room Type : Single Room</p>	<p>a. The room size : 3.8 X 4 m</p> <p>b. Benefit: Its already equipped with a spring bed, wardrobe, study table, study chair and full AC</p> <p>c. Room Rate Range :RP 2.050.000 / Per Month</p>
2.	 <p>Figure 2.3 Room Type : Double Room</p>	<p>a. The room size : 4 X 4 m</p> <p>b. Benefit : It is already equipped with a spring bed, wardrobe, study table, study chair and full AC</p> <p>c. Room Rate Range : Rp 1.600.000 / Per Month</p>

Table 2.2
Food and Beverage outlets

No.	Food and Beverage outlets	Description
1.	 <p style="text-align: center;">Figure 2.4 Pantry</p>	<ul style="list-style-type: none"> ● Location: Inside Each Building ● Seating capacities: - 2 chairs (7 person) ● Opening hours: 24 Hours ● Benefit : equipped fridge, stove , cupboard, television
2.	 <p style="text-align: center;">Figure 2.5 Canteen</p>	<ul style="list-style-type: none"> ● Location: beside Laundry outlet ● Opening hours : Open 08.00 until 17.00 (Monday – Sunday) ● Serves Homemades food

B. Organizational Structure

Dormitory UMN has an organizational structure in housekeeping, with Mr. Fahreza Egiansah as a Supervisor, and followed by Mr. Tono, Mr. Ariyadi, Mr. Feryanto, Mr. Ardi, Mr. Adam Husain, Mrs. Neni Siswati, and Mrs. Siti Ainun as housekeeping staff

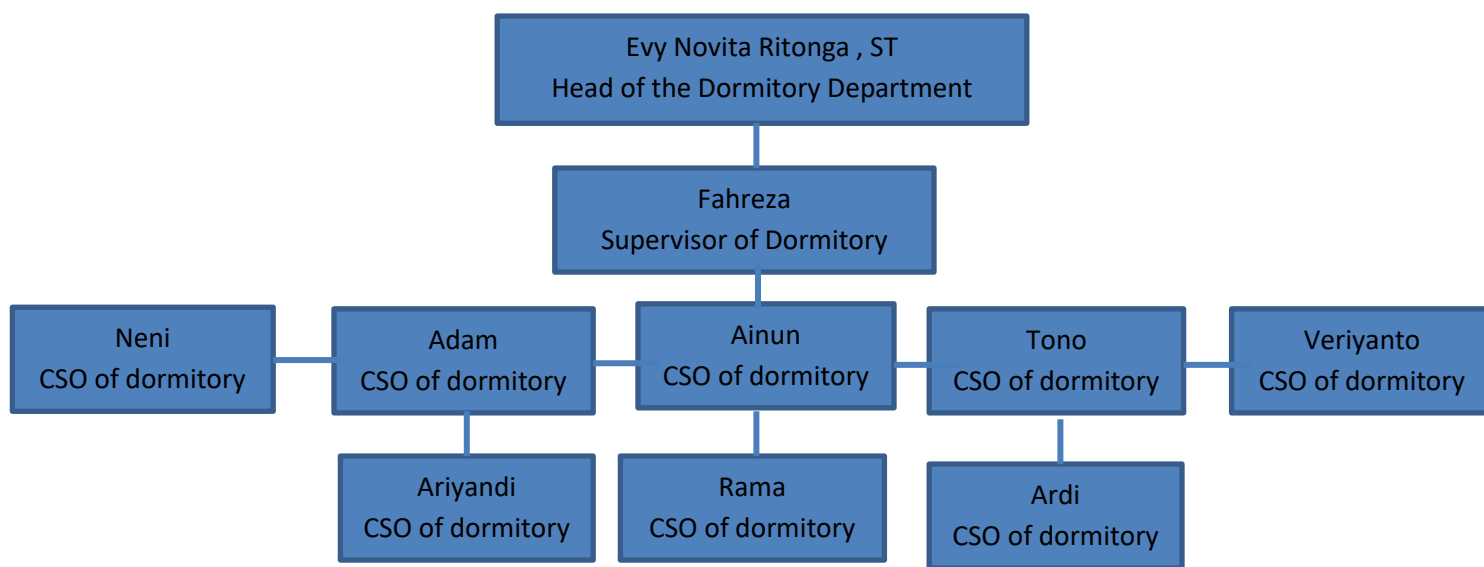


Figure 2.6
Organizational Charts of Dormitory Management

Each of the staff position is based of their perspective duties according to the Dormitory needs

Table2.3
Housekeeping Department duties

No.	Job Description	Frequency	Handle by
1.	Briefing before start working	Routine	Supervisor and Staff
2.	Dusting, Sweeping, Mopping, Cleaning toilet , canteen , and office cctv , Yard and secutiry area cleaning	Routine	Staff
3.	Room cleaning, Corridor cleaning, pantry cleaning	Routine	Staff