

CHAPTER II

GENERAL DESCRIPTION

A. Dormitory Profile

1. History

UMN dormitory it is the one of facilities from Universitas Multimedia Nusantara for UMN student from another city outside of jabodetabek. The reason UMN make the dormitory is to make the student become independently and can adapt with the new situation and also can build the creativity soul for the UMN student. UMN dormitory manage by Mrs. Evy Novita R, ST in under responsibility by Mr. Ir. Andrey Andoko, M.Sc (UMN vice rector).

Every room at UMN dormitory has a spring bed, the cupboard for every student, study table, and all of the room is full ac. For public facilities in UMN dormitory has a guest lobby, pantry in every floor (include refrigerator, microwave, gas stove, and rice cooker), 24 hour internet connection (can be access from every room). In UMN dormitory also have a full security system, study lounge, canteen, stationary, and parking area (car, motorcycle, and bike)



Figure 2.1

UMN Dormitory Logo

2. Facilities

There are a lot of facilities in UMN dormitory for example like canteen, pantry, and Student lounge for UMN student study. For the room in every room there are bathroom inside, full Ac, 24 hour electrical. And also in UMN dormitory have a laundry area so student can wash their cloth without having to search for laundry store in Gading Serpong.

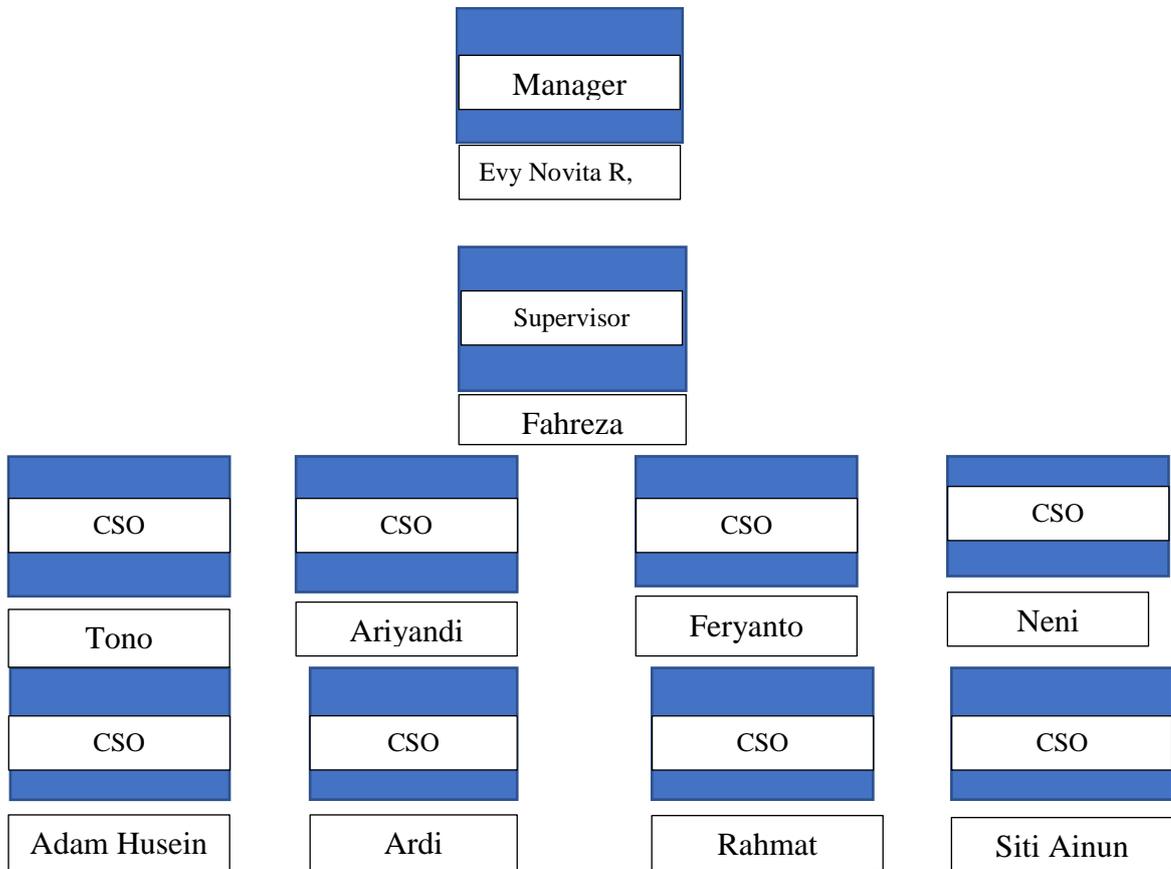
Table 2.1
Rooms in UMN dormitory

No.	Room Type	Description
1.	 <p style="text-align: center;">Figure 2.2 Single Room</p>	<p>a. 3,8 X 4 b. Floor 1,2,3 all the bathroom was inside the room But in 4th floor some of the room without bathroom inside c. The price for 1st , 2nd ,3rd floor Rp. 2,050.000 For 4th floor Bathroom inside: Rp.1.850.000 Without bathroom: Rp. 1.650.00</p>
2.	 <p style="text-align: center;">Figure 2.3 Double Room</p>	<p>a. Size 4 x 4 b. Floor 1,2,3,4 all the bathroom was inside c. The price 1st,2nd ,3rd ,4th 1-3: Rp. 1.600.000 4: Rp. 1.350.000</p>

Table 2.2
Publics facilities

No.	Food and Beverage outlets	Description
1.	 <p data-bbox="496 741 651 842">Figure 2.10 Guest lobby</p>	<ul style="list-style-type: none"> • Location: - • Seating capacities: - chairs and table • Opening hours: <ul style="list-style-type: none"> ○ Every day (8.00-22.00)
2.	 <p data-bbox="480 1178 660 1279">Figure 2.11 Laundry Area</p>	<ul style="list-style-type: none"> • Location: near motorcycle parking area • Seating capacities: - chairs • Opening hours : <ul style="list-style-type: none"> ○ Open (6.00-18.00) • Always serves the clean and neat cloth for every student
3.	 <p data-bbox="501 1632 651 1733">Figure 2.12 Canteen</p>	<ul style="list-style-type: none"> • Location : behind the laundry area • Seating capacities : • Opening hours : <ul style="list-style-type: none"> ○ Open 07.00 until 17.00 (Monday – Sunday) • Serves food for all of the student

B. Organizational Structure



The job descriptions of each position are as follow:

1. Housekeeping
 - a. Housekeeping:
 1. In UMN Dormitory they are responsible to clean public area and also the room.
 2. For cleaning the room there only of several housekeeper who able to clean the room
 3. Some of housekeeper who not able clean the room, their job is clean the public area and also the garden
 4. In UMN dormitory housekeeper get job from the leader for example like cleaning Building A, or extra job
 5. For Housekeeping they working time from 8.00-16.00 (morning shift) and for afternoon shift they work from 10.00-18.00 and they work from Monday-Saturday

6. For industrial placement our working hour from 8.00-12.00 (morning shift) and 13.00-17.00 (afternoon shift) and also for leader they job hour from (10.00-14.00) they job is cleaning the room helping the housekeeper.
- b. Engineering:
 1. In UMN Dormitory the engineering job is fix a broken item like AC, leaking wall, broken toilet, and etc.
 2. They also always check complain book every day to make sure there are no any complain
 3. They working hour from 8.00 until 17.00
 - c. Security:
 1. In UMN Dormitory the security job is make sure all the dormitory guest are safe
 2. The job desk are checking the body temperature because of this pandemic not only guest and the employee we as a industrial placement student must also check the body temperature.
 3. They are have 3 shift for working hour 7.00-15.00 (first shift) 15.00-23.00 (second shift) 23.00-7.00 (last/night shift)

