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CHAPTER II

GENERAL DESCRIPTION

A. Company's Profile

1. History

UMN Dormitory is one of the facilities provided by Multimedia Nusantara university for its students, especially those from outside Jabodetabek. The purpose of establishing the UMN Dormitory is to form students who are independent, sensitive and able to adapt to a pluralistic environment and foster students' creative spirit. The UMN Dormitory is managed by Mrs. Evy Novita R, ST under the responsibility of Mr. Ir. Andrey Andoko, M.Sc (UMN Vice Rector II). Each room is equipped with a spring bed, wardrobe, study table, study chair and full AC.

UMN Dormitory has many public facilities equipped with a guest lobby, pantry, lounge/ meeting room, TV on every floor in the pantry, toilet, parking area, canteen, basketball court, garden, and laundry. UMN provides free campus buses that will pick them up every day. Pick-up will take place in the morning at 7.20 a.m. until 17.30 in the afternoon on weekdays, and equipped with 24 hours security, wifi is also available and complete with cleaning service that will clean the occupants rooms.



Figure 2.1 UMN Dormitory

2. Facilities

One of the facilities provided by the Multimedia Nusantara University (UMN) is a dormitory. UMN Dormitory is located at Jl. Pd. Hijau Golf Raya, Cihuni, Kec. Klp. Dua, Tangerang, Banten, with a distance of about 1.4 km from the UMN Campus. The UMN dormitory itself consists of three buildings.

The UMN Dormitory consists of 3 buildings: Building A (for men only), Building B and Building C (for women only). In each building there are 2 types of rooms, there are single rooms (for 1 occupant), and double rooms (for 2 occupants). Bedroom facilities consist of a bed and a spring bed, study table and wardrobe for each occupant, bathroom in the room, full AC.

Table 2.1 Rooms in UMN Dormitory








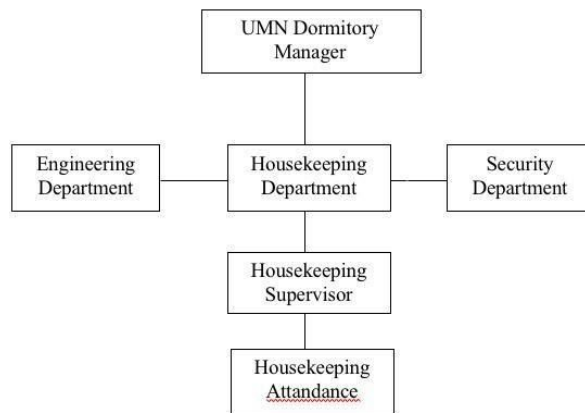
No.	Room Type	Description
1.	 <p data-bbox="407 1234 721 1272">Figure 2.2 Single Room</p>	<p data-bbox="837 947 1219 978">a. The room size : 3.8 x 4 M</p> <p data-bbox="837 989 1008 1020">b. Benefits :</p> <ul data-bbox="886 1031 1349 1188" style="list-style-type: none"> - Bed and bed spring (spring bed) - Study table and wardrobe - Bathroom - AC (Air Conditioner) <p data-bbox="837 1199 1300 1272">c. Room Rate Range : 1.650.000 – 2.500.000</p>
2.	 <p data-bbox="402 1612 721 1650">Figure 2.3 Double Room</p>	<p data-bbox="837 1310 1203 1341">a. The room size : 4 X 4 M</p> <p data-bbox="837 1352 1008 1383">b. Benefits :</p> <ul data-bbox="886 1394 1284 1635" style="list-style-type: none"> - Double Bed and bed spring (spring bed) - Double Study table and wardrobe - Bathroom - AC (Air Conditioner) <p data-bbox="837 1646 1154 1719">c. Room Rate Range: 1.350.000-1.650.000</p>

Table 2.2 UMN Dormitory Facilities

No.	Facilities	Description
1.	 <p data-bbox="341 621 789 655">Figure 2.4 Lobby UMN Dormitory</p>	<ul style="list-style-type: none"> a. Location : Lobby Building B & C b. Opening Hours : 24 Hours c. Benefits : <ul style="list-style-type: none"> - Lounge - Toilet - Security - Laundry
2.	 <p data-bbox="341 1035 789 1068">Figure 2.5 Lounge / Meeting Room</p>	<ul style="list-style-type: none"> a. Location : Lobby Building B b. Opening Hours : 08.00-17.00 c. Benefits: Meeting and study area
3.	 <p data-bbox="451 1371 683 1404">Figure 2.6 Pantry</p>	<ul style="list-style-type: none"> a. Location : Every Floor of the Room b. Opening Hours : 24 Hours c. Benefits : <ul style="list-style-type: none"> - Cooking ware - Tableware - TV - Whiteboard - Oven - Tables and Stools for 4-6 people - Wastafel / Sink

4.	 <p data-bbox="440 520 690 558">Figure 2.7 Canteen</p>	<ul style="list-style-type: none"> a. Location : Next to the office/ CCTV area b. Opening Hours : 08.00 – 17.00 c. Food
5.	 <p data-bbox="407 852 722 890">Figure 2.8 Parking Area</p>	<ul style="list-style-type: none"> a. Location : Front and Behind Building b. Parking area for cars, motorcycles, and bicycles c. Opening Hours : 24 Hours
6.	 <p data-bbox="440 1171 690 1209">Figure 2.9 Laundry</p>	<ul style="list-style-type: none"> a. Location : Building Lobby C b. Opening Hours : 08.00-17.00 c. Benefits : Laundry
7.	 <p data-bbox="375 1516 755 1554">Figure 2.10 Basketball Court</p>	<ul style="list-style-type: none"> a. Location : In Front of Building C b. Opening Hours : 08.00-17.00 c. Benefit : Sport Area

B. Organizational Structure



Figures 2.11 Organizational Charts of UMN Dormitory

Duties and Responsibilities:

1. UMN Dormitory Manager:
 - a. Has a role in managing the operational running of the dormitory umn
 - b. Tasked with providing work quality standards for its employees
 - c. Tasked with periodically evaluating its employees
2. Housekeeping Department:
 - a. Cleaning and maintaining rooms for residents throughout the UMN Dormitory area
 - b. Keep the public area clean, surrounding area, and back area
 - c. Cooperate with others department for general UMN Dormitory operations
 - d. Make operational reports to manager
3. Engineering Department:
 - a. Repair duty in case of damage
 - b. The growing and maintaining of the general dorm building
 - c. Maintenance of buildings and facilities in the building
4. Security Department:
 - a. Keep UMN Dormitory assets

b. Take security measures and monitor to prevent unwanted things from happening.

c. Maintain a safe and comfortable environment for residents and employees.

5. Housekeeping Supervisor:

a. Responsible for the readiness and cleanliness of all areas.

b. Maintain and supervise the security and safety.

c. Responsible for the readiness and cleanliness of all areas.

6. Housekeeping Attendant:

a. Clean and maintain the UMN Dormitory area.

b. Ceiling, Dusting, Sweeping, Mopping Lobby Floor, Toilet Cleaning, Canteen Area Cleaning, Dining Room, Office CCTV Cleaning.

c. Keep equipment working.