


CHECKLIST PEMERIKSAAN BERKALA RUANG KEPANITERAAN MUDA HUKUM BULAN FEBRUARI 2021

NO	PERALATAN/PERLENGKAPAN YANG DIBERSIHKAN	TANGGAL																											
		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
1	Lantai	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
2	Dinding dan Kaca	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
3	Gordyn	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
4	Langit-Langit	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
5	Pintu dan Jendela	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
6	Meja dan Kursi	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
7	Almari dan Rak	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
8	Nampan/Gelas	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
9	Dispenser/Galon	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
10	Lampu	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
11	AC	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
12	Cermin	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
13	Jam Dinding	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
14	Pengharum Ruangan	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
15	Komputer + Printer	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
16	Kerapian Kabel	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
17	Peralatan Lainnya	✓	✓	✓	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		


 Petugas Kebersihan
 Sumardiyono

Bantul, 28 Februari 2021
 Penanggung Jawab Kebersihan Ruangan


 As'ari Maarif, S.H.
 NIP. 197601102006041003

KETERANGAN :

- 1 Berikan tanda Centang [✓] untuk peralatan yang telah dicek kebersihannya
- 2 Untuk peralatan yang belum dibersihkan, perlengkapan yang rusak / habis tolong di tulis pada kolom catatan atau disampaikan langsung pada petugas perlengkapan/persediaan

TERKENDALI