

# Management of Facilities and Infrastructure in Improving the Learning Process

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## Abstract

The background of this research is that every school has facilities and infrastructure, whether adequate or inadequate. Facilities and infrastructure need to be utilized and managed for the benefit of the learning process. This management is intended so that the use of facilities and infrastructure can running effectively and efficiently.

**Purpose:** The aims of this study were to find out facilities and infrastructure management based on literature review from previous research from several countries around the world.

**Methodology:** The method used in this research is human instrument, descriptive qualitative, case study, with retrieval data in the form of interviews, observations, and documentation.

**Results:** The result of this review that already fulfilled by means of: requirements planning, procurement, use, maintenance, inventory, write-off and liability. For teacher can use a means and infrastructure for teaching, for school to have a facilities and infrastructure and can help a students and teachers for study, to other authors that further research using facilities and infrastructure of study applied to other materials. Facility management and infrastructure at SMP N 2 Sragi already according to management techniques, which include planning, procurement, Distribution, use and maintenance.

**Limitations:** One of the factors that became obstacles and obstacles in this study was the time and place of research.

**Contribution:** This research can contribute in Educational Institutions, school management, educational foundations, and also implemented by teachers in educational institutions.

**Keywords:** *Management, Facilities and Infrastructure, Learning*

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## 1. Pendahuluan

Education plays a very important role in the process of improving the quality of human resources. Improving the quality of education is a process that is integrated with the process of improving the quality of human resources itself. Recognizing the importance of the process of improving the quality of human resources, the government together with the private sector have been and continue to strive for higher quality, one of which is by improving educational facilities and infrastructure (Syukur, 2011). The term management is also often defined as the activity of managing various resources by working with others through certain processes to achieve organizational goals effectively and efficiently. According to Nanang Fattah, management is often interpreted as knowledge, tips and profession. It is said to be a science because according to Luther Gulick management is seen as a field of knowledge that systematically seeks to understand why and how people work together. One aspect that should receive the main attention of every educational administrator is regarding educational facilities and infrastructure. Educational facilities generally include all levels and equipment that are directly used and support the educational process, such as: Buildings, study/classrooms, learning tools/media, tables, chairs and so on. While what is meant by infrastructure are facilities that indirectly support the

course of the educational process, such as: courtyards, gardens/school gardens, roads leading to schools (Kuning, 2021).

The management of school facilities and infrastructure is a part of the study in school education administration, or education administration and at the same time is the area of work of the school principal as the school administrator. As a part of the education administration study, it is reviewed from the point of view of how to provide professional services in the field of facilities and infrastructure or work facilities for school personnel. With effective and efficient management it is expected to increase the effectiveness and work efficiency of school personnel (Sartipa, 2021). Educational facilities and infrastructure are an important component in education and become one of the eight National Education standards. So the importance of educational infrastructure so that every institution competes to meet the standards of educational facilities and infrastructure in order to improve the quality of the learning process is not only that, the completeness of infrastructure Education is one of the attractions for prospective students (Barnawi & Arifin, 2012).

Management is the process of working together between individuals and groups as well as other resources in achieving organizational goals as a management activity (Silalahi, 2002). Theory, practice, and educational research cite a number of sources regarding the term management. Management also comes from Latin, namely from the origin of the word *manus* which means hand and *agere* which means to do. The words are combined into the verb *managere* which means to handle. *Managere* is translated into English in the form of work to manage, with the noun management, and manager for people who carry out management activities. Finally management is translated into Indonesian into management or management. according to a book entitled management. In relation to the implementation of facilities and infrastructure, the availability of facilities and infrastructure is one of the important components that must be met in supporting the education system. Facilities and infrastructure management education can be interpreted as the entire process of procurement and Utilization of components directly or indirectly supports educational process to achieve educational goals effectively and efficient (Hartoni, 2018).

Discussions about facilities and infrastructure in the world of education in Indonesia are always at the same time as efforts to improve the quality of education, the quality of education itself. Therefore, in article 45 paragraph 1 of the Law on the National Education System it is explained. Every formal and non-formal education unit provides facilities and infrastructure that meet the needs in accordance with the growth and development of the physical, intellectual, social, emotional and psychological potential of students (Kompri, 2012). Education is a continuous process that must continue along with human age. Quality and certain quality education will produce human resources that can optimize the potential of other resources in the country. As dr. Kartini Kartono stated that the key to future development is education. (Aprijon, 2014). In the Management process, the main functions performed by a manager/leader are involved, namely planning, organizing, leading, and controlling. Therefore, management is defined as the process of planning, organizing, leading and controlling organizational efforts in all its aspects so that organizational goals are achieved effectively and efficiently.

## **2. Tinjauan Pustaka dan Pengembangan Hipotesis**

Management of school facilities and infrastructure is one part of studies in school education administration, or education administration and as well as being the field of work of the principal as a school administrator. As one part of the educational administration study in terms of how to provide services professionally in the field of facilities and equipment infrastructure or work facilities for school personnel. With good management effective and efficient is expected to increase the effectiveness and efficiency of work school personnel. Management of educational facilities and infrastructure is tasked with regulating and maintaining infrastructure so that they can contribute optimally and meaningfully to the course of the educational process. These management activities include planning, procurement, monitoring, inventory storage, and elimination and structuring activities. Good management of infrastructure is expected to create a clean, neat, and beautiful school so

as to create pleasant conditions for both teachers and students to be in school (Mulyasa, 2004).

Educational facilities are one of the determining factors for the success of education. The completeness and availability of educational facilities in schools greatly affects the effectiveness and smoothness of learning in the classroom. In simple terms, school supplies management can be defined as a collaborative process to utilize all educational equipment effectively and efficiently. Based on this simple definition, in essence the management of educational facilities and infrastructure in schools is a process of utilizing all facilities and infrastructure owned by schools. All school facilities or infrastructure must be managed properly so that the existence of these facilities and infrastructure can support the learning process and be used in accordance needs, so that classroom learning can run smoothly and educational goals can be realized (Sinta, 2019). Management facilities and infrastructure are activities that arrange to prepare everything equipment/material for the implementation of the process education at school (Rohiat & Pd, 2010). Facilities management and infrastructure needed to help smooth teaching and learning process. Management facilities and infrastructure can be interpreted as organizing activities, starting from planning requirements, procurement, storage and distribution, utilization, maintenance, inventory and deletion as well arrangement of land, buildings, equipment, and school furniture as well as appropriate and appropriate target (Sobri, 2009).

Management of educational facilities and infrastructure as a comprehensive activity starting from planning, procurement, use, maintenance, and write-off of various educational properties owned by an educational institution (Hairul, 2017). Management is the activity of a person in managing organizations, institutions that are both human and non-human, so that the goals of the organization, institution or school can be achieved effectively and efficiently (Novi & Etikariena, 2022). Students and teachers are used as reasons why these facilities and infrastructure need to be provided, besides being used as inhibiting factors, they can also be used as supporting factors so that these facilities and infrastructure can be provided (Prastyawan, 2016). The process of management of educational facilities and infrastructure must be carried out effectively and professionally by referring to existing minimum principles and standards (Hermino, 2014). The main objective in the determination to meet the needs of the learning process in the classroom. Thus the procurement of educational facilities and infrastructure is carried out by school leaders based on a mutual agreement and by looking at the needs of the school. The second procurement of educational facilities and infrastructure is the source of procurement, the source of procurement through the repair of damaged goods, the purchase of new goods using funds from the government and community donations, borrowing from the private sector and exchanging new goods for damaged goods. These findings are supported by findings Gronberg, Jansen, and Taylor (2011), which essentially state that in terms of procurement of educational facilities and infrastructure, funds are used from the government and private parties that are directly related to educational institutions.

The findings above are in line with the theory expressed by Benty and Gunawan (2017), which essentially reveal that sources of procurement of facilities and infrastructure can be through purchasing, self-manufacturing, receiving grants or loans from private parties, leasing, and loans from institutions related to schools. The first maintenance of educational facilities and infrastructure is the daily maintenance carried out by each teacher and all students, maintenance carried out such as cleaning the classroom, storing learning tools after use, and maintaining textbooks. This is supported by Gonzales, Kuuskropi, Kaarina, and Finland (2011), in essence stating that with daily maintenance, educational facilities and infrastructure can be well maintained and able to support the learning process. The implementation of education will not be successful without the support of educational facilities and infrastructure needed in the world of education. So madrasas have facilities and infrastructure that support the success of the teaching and learning process (Khaerudin, 2007). Management of educational facilities and infrastructure is in charge of regulating and maintain educational facilities and infrastructure so that they can contribute optimally and meaningfully in the course of the educational process. Activity This management includes planning, procurement, supervision, inventory storage, and deletion and arrangement. Facility management and good

infrastructure is expected to create a clean school, neat, and beautiful so as to create favorable conditions for both teachers and students to be in school.

### 3. Metode Penelitian

The author uses a study of literature from several journal articles to compile this scientific paper. The articles in this literature study were obtained from searching through google scholar with the keywords Facilities and Infrastructure Management. Including articles published in 2012-2022 and in full text form. Articles that meet the criteria are then analyzed narratively.

Steps in the literature review of each of the management human resource include:

Step 1. Formulate the Problem

The problem must be written completely and accurately

Step 2. Look for Literature

a. Look for literature relevant to research

b. Get an overview of the research topic

c. Research sources are very helpful it supported by knowledge of the topic being studied

d. These source provide an overview/summary of the previous research

Step 3. Collect the Data

1. Look at any contribution to the topic discussed

2. Search and find the right data source as needed to support research

3. It can be in the form of qualitative data, quantitative data or data derived form a combination of both

Step 4. Analysis and Interpretation

Step 5. Discuss and find and summarize literature

### 4. Hasil dan Pembahasan

This section reports the main findings that are reviewed from several articles that the author has read. The articles reviewed are research conducted in several places. The table describes the results of the literature study conducted by the author. Research has been conducted in several schools and universities.

Author and Year	Title	Country	Method	Results
Sinta (2019)	Manajemen Sarana dan Prasarana	Indonesia	Kualitatif	The results of the management of facilities and infrastructure in Madrasah Aliyah Swasata Bandung is the source of its own students, namely, private Madrasah Aliyah students Ar-Rosyidiyah Bandung has 99% of the satisfaction of facilities and services infrastructure in Madrasah Aliyah Private Ar- Rosyidiyah Bandung. Level This satisfaction is based on the use of school facilities that have been very adequate it supports the learning process for students.

nawi dan M. Arifin2012	Manajemen Sarana dan Prasarana	Indonesia	Kualitatif	The results of this study describe the process of managing facilities and infrastructure, as well as what efforts are being made to improve the learning process. Efforts are made to improve the learning process, namely, teachers are more diligent, students are more disciplined, the classroom situation is supportive, and evaluations increase. facilities and infrastructure that affect the learning process such as study rooms, TU rooms, library rooms. Basically all the facilities and infrastructure that are here have an influence on the learning process, but the completeness does not meet the standards of facilities and infrastructure that determine this influence.
(Kompri, 2012)	Manajemen Pendidikan	indonesia	Kualitatif	The results of this study describe the role of facilities and infrastructure management at SMP Islam Cendekia Cianjur which plays an important role. Beside being able to facilitate a job, the effectiveness of the teaching and learning process will run well, safely, comfortably and with quality. Because it is undeniable that facilities and infrastructure are needed by both educators and students, especially in an effort to improve the quality of learning.
Hartoni (2018)	Impelementasi Manajemen Sarana dan Prasarana di Sekolah Menengah Kejuruan	Indonesia	Kualitatif	This study concludes that the implementation of infrastructure management in SMK is carried out optimally and the process of management of educational infrastructure in SMK is carried out sequentially, starting from planning procurement, procurement, maintenance, inventory and deletion so that it is always in a neat, orderly and orderly condition.
(Audu, Umar, & Idris, 2013)	Facilities Provision and Maintenance: Necessity for Effective Teaching and Learning in Technical Vocational Education.	Nigeria	Kualitatif	Pemerintah dan seluruh stakeholders di masyarakat harus didorong dalam pembiayaan lembaga pendidikan

This table is about the management of facilities and infrastructure that have been carried out in various places. Based on a literature review and a review of several sources that have been obtained, the analysis shows that educational infrastructure is a very important factor in improving learning efficiency. Management of educational facilities and infrastructure is defined as a collaborative process to utilize all educational facilities and infrastructure effectively and efficiently. Educational infrastructure is all basic equipment that indirectly supports the implementation of the education process in schools and educational facilities are all equipment, materials and equipment that are directly used in the teaching and learning process.

Educational infrastructure is a facility that indirectly supports the teaching process, such as yards, gardens, school gardens and roads leading to schools. 8 If this infrastructure is used directly for the teaching and learning process, such as school gardens to teach biology or the school yard being a sports field, then the component changes its position into a means of education. When infrastructure is functioned as a facility, it means that the infrastructure is a basic component. However, if the infrastructure is independent or separate, it means that its position is to support the facilities. In order for the educational facilities and infrastructure needed by schools to function optimally in supporting learning in schools, school members (principals, teachers and administrative staff) are needed who understand and are able to manage educational facilities and infrastructure professionally. This is in line with the policy outlined by the Ministry of Education and Culture regarding competency standards that must be possessed by school members. One of these competencies is the managerial competence of the principal, namely the principal must have the ability to manage school facilities and infrastructure in the context of optimal utilization.

## **5. Kesimpulan**

Most of the results of the literature show that it is difficult to obtain literature related to the management of facilities and infrastructure. This article aims to see how the management of facilities and infrastructure is managed based on the objectives of the literature from previous studies. Management of facilities and infrastructure is good enough to be developed for the next writer. The purpose of the management of educational facilities and infrastructure is to be able to provide an optimal contribution to the educational process in achieving the educational goals that have been set. The process of management of educational facilities and infrastructure is closely related to planning of educational facilities and infrastructure, procurement of educational facilities and infrastructure, inventory of educational facilities and infrastructure, maintenance and maintenance of educational facilities and infrastructure.

## **Limitasi dan Studi Lanjutan**

Researchers realize that in a study there must be many obstacles and obstacles. One of the factors that became obstacles and obstacles in this study was the time and place of research. For researchers after this, they must conduct research with various research objects that are not focused on one object. research so that they can find new innovations in conducting research.

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