



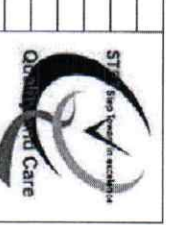
No. Dokumen : 52.001.018.2011  
Edisi : 01  
Revisi :  
Berlaku Efektif : 19 September 2011  
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FORMULIR  
BERITA ACARA PERKULIAHAN

TAHUN AKADEMIK: 2022/2023 - GENAP  
PROGRAM STUDI: STR / PENGELOLAAN PERHOTELAN / REGULER

Mata Kuliah : 1802A040T - Pengelolaan Kebersihan Gedung (T)  
SKS : 2  
Kelas : KA  
Dosen : WIENNA ARTIN SEMERONG, SST.Par, S.Pd, M.Pd

Hari : KAMIS  
Jam : 08:00 - 12:00  
Ruang : 404A  
NIDN : 0303077902



| PERTEMUAN KE | S A P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MATERI YANG DIBERIKAN                                                                                                          | KETERANGAN KHUSUS MAHASISWA                         | TANDA TANGAN / TANGGAL DOSEN | KETUA KELAS | KA. PRODI | CATATAN KA. PRODI |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------|-------------|-----------|-------------------|
| 1            | â€¢ building maintenance<br>â€¢ Who perform building maintenance<br>â€¢ Typical organization structure in building maintenance- hotel<br>â€¢ UU28/2002<br>â€¢ Specialist Engineers<br>â€¢ General Engineer<br>â€¢ Maintenance in services industry                                                                                                                                                                                                                                                                                                                                              | - perbaikan building<br>- preventive maintenance<br>- structure organization building<br>- jobsite engineering dan maintenance | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 1<br>LAIN: 1 | 9/3/23                       |             |           |                   |
| 2            | â€¢ Corrective maintenance<br>â€¢ The aim of corrective maintenance<br>â€¢ Remedial maintenance and the example<br>â€¢ Deferred maintenance and the example<br>â€¢ Shutdown maintenance and the example<br>â€¢ Preventive maintenance<br>â€¢ Methode of Preventive maintenance<br>â€¢ Inspection and example<br>â€¢ Calibration and example<br>â€¢ Adjustment and example<br>â€¢ Servicing and example<br>â€¢ Instalation and example<br>â€¢ Alignment and example<br>â€¢ Methode of predictive maintenance<br>â€¢ Content of monitoring<br>â€¢ Visual monitoring<br>â€¢ Performance monitoring | - corrective maintenance<br>- preventive maintenance<br>- predictive maintenance                                               | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 1<br>LAIN: 1 | 16/3/23                      |             |           |                   |

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**PROGRAM STUDI: STR / PENGELOLAAN PERHOTELAN / REGULER**  
Mata Kuliah : 18D2A040T - Pengelolaan Kebersihan Gedung (T)  
SKS : 2  
Kelas : KA  
Dosen : VIENNA ARTINA SEMBRING, SST.Par, S.Pd, M.Pd  
Hari : KAMIS  
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| PERTEMUAN<br>KE | S A P                                                                                                                                                                                                                                                                                                                                                                                                                                         | MATERI YANG DIBERIKAN                                                                                                 | KETERANGAN<br>KHUSUS<br>MAHASISWA                                                | TANDA TANGAN / TANGGAL |                |              | CATATAN KA. PRODI |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------|----------------|--------------|-------------------|
|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |                                                                                  | DOSEN                  | KETUA<br>KELAS | KA.<br>PRODI |                   |
| 3               | <p>â€¢ What is Project Improvement â€¢ The aim of Project Improvement â€¢ Identification of maintenance problems â€¢ Definition the problem â€¢ Identification of problems root of the problem â€¢ SWOT analysis</p>                                                                                                                                                                                                                          | <p>- Pengaliran project improvement<br/>- Asur masalah<br/>- SWOT Analysis<br/>- pengaliran masalah pada building</p> | <p>JUMLAH MHS<br/>50 / 49<br/>HADIR: 49<br/>SAKIT: 7<br/>IJIN: 7<br/>LAIN: 1</p> | 29/3/23                |                |              |                   |
| 4               | <p>â€¢ What is building components â€¢ Building structure componentsâ€¢ What is Architectural Finishes â€¢ Wall and example â€¢ Floor and example â€¢ Ceiling and example â€¢ Doors and windows and example â€¢ Water proofing and example â€¢ Furniture, fixtures and equipment and exampleâ€¢ What is building Service â€¢ Heating, ventilation, air â€¢ conditioner and example â€¢ Electrical and example â€¢ Electronics and example</p> | <p>- building componen<br/>- structure<br/>- contoh - contoh<br/>- building componen</p>                              | <p>JUMLAH MHS<br/>50 / 49<br/>HADIR: 49<br/>SAKIT: 7<br/>IJIN: 7<br/>LAIN: 1</p> | 30/3/23                |                |              |                   |
| 5               | <p>â€¢ Understanding and purpose of the work schedule â€¢ Create a work schedule â€¢ Data collection of building facilities or equipmentâ€¢ Priority grouping of work â€¢ Determination of work intervals â€¢ Determination of duration of workâ€¢ Identification of the required resources</p>                                                                                                                                               | <p>- pengaliran jadwal<br/>- pembuatan jadwal<br/>- building facilities<br/>- building equipment</p>                  | <p>JUMLAH MHS<br/>50 / 45<br/>HADIR: 45<br/>SAKIT: 7<br/>IJIN: 7<br/>LAIN: 5</p> | 6/4/23                 |                |              |                   |

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**PROGRAM STUDI: STR / PENGELOLAAN PERHOTELAN / REGULER**  
Mata Kuliah : 1802A040T - Pengelolaan Kebersihan Gedung (T)  
SKS : 2  
Kelas : KA  
Dosen : VIENNA ARTINA SEMBRING, SST.Par, S.Pd, M.Pd  
Hari : KAMIS  
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| PERTEMUAN<br>KE | SAP                                                                                                                                                                 | MATERI YANG DIBERIKAN                                                     | KETERANGAN<br>KHUSUS<br>MAHASISWA                    | TANDA TANGAN / TANGGAL | CATATAN KA. PRODI |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|------------------------|-------------------|
| 6               | Definisi, objective and Importance & Four steps in manpower Planning & Scheduling in corrective and preventive/predictive maintenance                               | - pengertian main power planning<br>- objective of main power planning    | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKTI: 50<br>LAIN: 7 | 13/4/23                |                   |
| 7               | 1. Hitungan perencanaan tenaga kerja<br>2. Penjadwalan perawatan                                                                                                    | - pengertian tenaga kerja<br>- perhitungan penjadwalan                    | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKTI: 50<br>LAIN: 7 | 4/5/23                 |                   |
| 8               | ULAN TENGAH SEMESTER (UTS)                                                                                                                                          | UTS                                                                       | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKTI: 50<br>LAIN: 7 | 11/5/23                |                   |
| 9               | Definisi dan latar belakang & Persiapan uji kelayakan dan contoh pengujian dan contoh penyimpulan : Spesifikasi teknis, ceklist/longsheet, berita acara dan laporan | - Definisi, latar belakang, Persiapan uji kelayakan<br>- penyimpulan & an | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKTI: 50<br>LAIN: 7 | 19/5/23                |                   |



Sekolah Tinggi  
PARIWISATA  
TRISAKTI

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BERTA ACARA PERKULIAHAN



TAHUN AKADEMIK: 2022/2023 - GENAP  
PROGRAM STUDI: STP / PENGELOLAAN PERHOTELAN / REGULER  
Mata Kuliah : 18D2A04QT - Pengelolaan Kebersihan Gedung (T)  
SKS : 2  
Kelas : KA  
Dosen : WIENNA ARTINA SEMBIRING, SST, Par, S.Pd, M.Pd  
Hari : KAMIS  
Jam : 08:00 - 12:00  
Ruang : 404A  
NIDN : 0303077902

| PERTEMUAN<br>KE | S A P                                                                                                                                           | MATERI YANG DIBERIKAN                                                      | KETERANGAN<br>KHUSUS<br>MAHASISWA                   | TANDA TANGAN / TANGGAL |                |              | CATATAN KA. PRODI |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------|------------------------|----------------|--------------|-------------------|
|                 |                                                                                                                                                 |                                                                            |                                                     | DOSEN                  | KETUA<br>KELAS | KA.<br>PRODI |                   |
| 10              | Definisi dan Identifikasi dan Upaya Pengendalian Resiko K3 dan Keselamatan Kerja-kebakaran dan Keselamatan Kerja-kewaspadan bencana dan Tips K3 | - Definisi dan Identifikasi upaya pengendalian resiko<br>- K3              | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 0<br>LAIN: 0 | ✓                      | ✓              | ✓            |                   |
| 11              | Arti Hierarchy hukum dan Klasifikasi tjin (pelekat, pengurusan, kementerian, pelaporan, masa berlaku dan perpanjangan)                          | - Hierarchy hukum<br>- tjin pengurusan<br>- masa berlaku<br>- perpanjangan | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 0<br>LAIN: 0 | ✓                      | ✓              | ✓            |                   |
| 12              | Definisi dan tujuan dan Metode dalam melakukan proyek improvement dan Tahapan dalam proyek improvement                                          | - Definisi dan tujuan proyek improvement<br>- Tahapan & dalam proyek       | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 0<br>LAIN: 0 | ✓                      | ✓              | ✓            |                   |
| 13              | Membuat dan memeriksa rencana anggaran biaya (RAB)/budgeting                                                                                    | - membuat dan memeriksa rencana anggaran biaya                             | JUMLAH MHS<br>HADIR: 50 / 50<br>SAKIT: 0<br>LAIN: 0 | ✓                      | ✓              | ✓            |                   |



| FORMULIR                 |                   |
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TAHUN AKADEMIK: 2022/2023 - GENAP  
PROGRAM STUDI: ST / PENGELOLAAN PERHOTELAN / REGULER  
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SKS : 2  
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Dosen : WIENNA ARTINA SEMBRING, SST.Par, S.Pd, M.Pd

Hari : KAMIS  
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| PERTEMUAN KE | S A P                      | MATERI YANG DIBERIKAN       | KETERANGAN KHUSUS MAHASISWA                               | TANDA TANGAN / TANGGAL DOSEN | KETUA KELAS | KA. PRODI | CATATAN KA. PRODI |
|--------------|----------------------------|-----------------------------|-----------------------------------------------------------|------------------------------|-------------|-----------|-------------------|
| 14           | â€¢ Presentasi             | - Presentasi tugas kelompok | JUMLAH MHS<br>50 / 49<br>HADIR: 49<br>SAKIT: 1<br>LAIN: 1 | 49                           | R           | R         |                   |
| 15           | â€¢ Latihan Quiz           | - latihan soal<br>- Quiz    | JUMLAH MHS<br>50 / 50<br>HADIR: 50<br>SAKIT: 1<br>LAIN: 1 | 49                           | R           | R         |                   |
| 16           | UJIAN AKHIR SEMESTER (UAS) | UAS                         | JUMLAH MHS<br>50 / 50<br>HADIR: 50<br>SAKIT: 1<br>LAIN: 1 | 49                           | R           | R         |                   |