

## Analysis of the Spatial Planning of the Jambi Provincial Education Office

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### ABSTRACT

The aim of this research is to find out and describe how office layout is implemented in the Jambi provincial education office. The aim of this research is to find out and describe how office layout is implemented in the Jambi provincial education office. Office layout is the determination of space requirements and practical use of factors deemed necessary for carrying out office work at a reasonable cost. Meanwhile, work efficiency is the correct way to carry out something without wasting time, energy and money. Ability to carry out tasks well and precisely without wasting energy and money.



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### INTRODUCTION

An organization certainly has a room to carry out various activities, which is commonly called an office. The office is usually located in a building in which there are various accessories that help support the activities of members in an organization, which is expected to make it easier for members in the organization to realize the goals that will be achieved by the organization. One of the aspects that will support the performance of employees is the office layout. To find out how employees work in their daily lives, it can be seen from the order of an office. Employees will certainly feel uncomfortable working in an office that is arranged irregularly. This will also affect the work efficiency of employees. Therefore, a proper office layout is needed to make it easier for employees to work so that employees are more productive, and their work will be optimal and the results will be good and work efficiency will be achieved.

An organization engaged in any field certainly has goals that want to be achieved. There are several factors that affect the achievement of these goals, these factors include humans (man)method (method)machine (machine), material (material) and capital (money) or what is usually abbreviated as 5 M. The problem that often arises in realizing these goals is how to make the work run smoothly as it should.

In order for a job to run smoothly, work activities in an organization must be based on efficiency, where efficiency is the best comparison between the efforts made and the results to be achieved. The Liang Gie (2007) states that by not ignoring other factors that affect a work, the best comparison between effort and results in work is determined by the way the activity is carried out. Therefore, it is better that all resources owned by an organization can be used and utilized as much as possible. With savings in terms of energy, money, time, space and things, including money, efficiency is achieved.

The more modern an organization, the more diverse the types of activities in the office, these conditions have an impact on the work efficiency of employees in optimizing work mechanisms, office facilities and infrastructure as well as working environment conditions, are components that support each other to obtain maximum work results and the vision and mission of a company.

Office space layout includes the arrangement of office furniture, light, color, air and sound affect the success of employee work. George Terry in The Liang Gie (2007:186) states that: Office layout is the determination of the needs of space and about the detailed use of this space to prepare a practical arrangement of physical factors that are considered necessary for the implementation of office work at a reasonable cost.

The other goals of office space in addition to maximizing spatial planning are to facilitate manager supervision, facilitate work flow and communication flow, provide satisfaction and comfort, provide services needed by employees, facilitate employee movements to provide a sense of security, and create a good impression for customers and company guests. Nuraida (2008:142-143). Ricard Muther in Karnati (2019:111-113) stated that office layout includes the principle of the shortest distance, the principle of work network, the principle of the use of all space, the principle of changing the layout of the workplace, the integration of activities, the principle of security and job satisfaction for employees. And according to The Liang Gie in Karnati (2019:123-125) the important things that greatly affect work efficiency in an office are: light, air, color, and sound.

A good office layout can determine the smoothness of a job in the office, besides that the layout is also directly related to the users of the office space, because the employees will work continuously every day in the room. Quible in Sukoco (2007:189) Office Layout explained that, "The effective use of space and able to give satisfaction to employees with the work done, as well as give a deep impression to employees".

The benefits obtained by the existence of an efficient office space are expected to result in the smooth operation of office activities. Sukoco (2007:189), Spatial layout An effective office will provide the following benefits: (1) Optimize the effective use of space. (2) Develop a comfortable working environment for employees. (3) Give a positive impression on the community. (4). Ensuring the efficiency of the existing work flow. (5). Increasing employee work productivity. (6). Anticipating future organizational development by conducting flexible spatial planning. Many organizations from government and private agencies in Indonesia ignore the preparation of office space planning due to space limitations or because of a lack of understanding of the importance of office space in supporting and increasing employee work productivity in order to create employee work efficiency in an organization.

Research on office space has been widely researched, including research conducted by Novi Anggrianti (2020) regarding "office space management in improving teacher performance at SMA Negeri 1 Kutacane". Novi Angraini found that the office spatial planning system at SMA Negeri 1 Kutacane has been implemented quite well despite some shortcomings. However, it is still carried out in accordance with the strategy in the preparation of the program, the placement of office facilities. Then then the application of office space in improving teacher performance, there are several ways, including making short-term and long-term programs that are preceded by planning the needs in the office space, then then proposals are submitted to the authorities to consider what the needs of each individual are, then when making a decision regarding office space planning first a discussion is carried out, The construction of tolerance between employees with the aim of creating warmth and comfort when in the office. Then Novi Angraini also mentioned the obstacles found in the implementation of office space in improving teacher performance, namely: inadequate facilities and office space infrastructure, then the size of the office space is not in accordance with the number of teachers, and lack of understanding of how to arrange the layout of the office space and office space properly.

Based on the description of the problems that have been raised, of course, the office layout needs to be considered so that members in an organization are comfortable in carrying out their work so that the goals of an organization can be achieved. Therefore, the researcher is interested in studying more deeply about the application of office space in the Jambi provincial education office.

## **METHODS**

The analysis of interview data (qualitative) in this study was analyzed using technical analysis that referred to the opinions of Miles and Huberman (Sugiyono, 2014:246) which included (1) data reduction, (2) data presentation, (3) conclusion drawing and verification.

### **1. Data Reduction**

Data reduction is summarizing, choosing the main things, focusing on the important things, looking for the theme of the pattern. Thus the reduced data will provide a clearer picture, and make it easier for researchers to collect further data, and search for it when necessary by providing code on certain aspects.

In this study, the data obtained in the field from the results of interviews conducted by the researcher with the principal will be reduced. From all the data obtained by the researcher during the data collection process, the researcher will sort out the data that is considered important and that directs the researcher to the main goal of this qualitative research. In this study, the main purpose intended is to describe how to analyze the spatial layout of the Jambi provincial education office.

### **2. Data Display**

Once the data is reduced, the next step is to display or present the data. In qualitative research, data presentation can be done in the form of brief descriptions, charts, relationships between categories, flowcharts, and the like, in

this case Miles and Huberman stated "The most frequent form of display data for qualitative research data this past has been narrative text". The most commonly used to present data in qualitative research is with narrative texts.

At this stage, the data that has been previously sorted by the researcher, namely data that directs the researcher to the main goal of the research, will be presented with the interview guidelines narrating how the Jambi provincial education office analyzes.

### 3. Conclusion Drawing/verification

The third step in qualitative data analysis according to Miles and Huberman is drawing conclusions and verification. The initial conclusions presented are still provisional, and will change if strong supporting evidence is not found at the next stage of data collection. However, if the conclusions presented at the initial stage are supported by valid and consistent evidence when the researcher returns to the field to collect data, then the conclusions presented are credible conclusions (Sugiyono, 2014).

## **FINDINGS AND DISCUSSION**

Based on the findings and results of research conducted together with 6 participants in the Jambi provincial education office related to the analysis of office layout reviewed from the implementation of office layout, the obstacles contained in the implementation, and what efforts can be made to solve the obstacles faced, it can be explained as follows:

### ***Office Spatial Planning***

Based on the results of interviews with research participants, it was found that the spatial layout used in the Jambi provincial education office is a combined spatial plan, which is a combination of open and closed spatial layouts. Employees with the same type of work are placed in an open room and then there are also in one room separated by wooden cubicles.

According to Harry L. Wylie in Karnati (2019:113-115) that the types of spatial layout are distinguished into two types, namely: (1) Closed Layout. In this arrangement the room for work is divided into several units. The division can occur because of the condition of the building which consists of rooms or because artificial separators are deliberately made, for example with wooden cloes or glass walls. So, for example, the sales department of a company is divided into several sections (order section, bookkeeping section, advertising section), the implementation of the function of each section is carried out in a separate workspace. (2) Open Layout According to this arrangement the workspace in question is not separated. So, for the sales department like the example above, all activities are carried out in 1 large open space, no longer separated by artificial rooms.

Then based on the results of interviews with research participants, it was also found that with the form of spatial planning in the Jambi Provincial Education Office, the work flow has been running quite well, only for the layout of the closed office is slightly constrained in supervision. This is supported by a statement from Quible in Sukoco (2007)

which said that one of the disadvantages of closed spatial planning is that it makes it difficult to supervise.

Furthermore, the arrangement of tables and the distance between desks at the Jambi provincial education office in most rooms is not optimal, because the room is small enough that it can no longer provide distance between tables. This is supported by the statement of The Liang Gie (2007) which states that the distance between one table and the table in front or behind it (the space for employees to sit) is 80cm wide. Based on this distance and the width of the hallway in letter c above, for each employee who uses a desk measuring 70x120 cm, a floor area of about 3.5 m should be provided<sup>2</sup>. So, a space of 5x5 m (=25 m<sup>2</sup>) can be used by a maximum of 7 employees.

### ***Factors in Office Layout***

Based on the results of interviews with research participants, it was found that the lighting at the Jambi provincial education office was still not good. Because there are some rooms that do not have windows facing outside, so there is no sunlight entering the room. Nuraida (2008) stated that light/illumination is an important factor to improve employee work efficiency because it affects employee health, safety, and smooth work. Good lighting is a vital thing that the five senses of vision need to be able to carry out office duties. These office tasks are more demanding because what is seen are office records so they must be supported by lighting in the right quantity and quality and in the right place.

Based on the results of interviews with participants and observations made by the author, the colors used in the Jambi provincial education office consist of cream, yellow and white colors, and according to the employees, these colors are suitable because they are comfortable to look at and not conspicuous. This is in line with what was expressed by Nuraida (2008) where the white color gives a calming effect and then yellow is a warm color that gives a cheerful effect. The Liang Gie (2007) states that by using the right color on the walls of the room and other equipment, the joy and calmness of the employees will be maintained. In addition, the right color will also prevent glare that may arise due to excessive light. Based on the results of interviews with research participants, it was found that some rooms have poor air quality, due to air conditioning that is not cold when needed. The air conditioner that is not cold even though it has been set to the lowest temperature, the staff suspects that this is due to less routine maintenance. The air temperature in the room also needs to be considered. The appropriate air temperature will increase productivity, improve work quality, improve the work atmosphere and health, and create a good impression on the guests who come. This is in accordance with the statement of moekijat in Nuraida (2008) that: Air conditioner (AC) regulates air conditions by keeping an eye on temperature, circulation, humidity, and cleanliness. Office employee efficiency shows an average profit of 20% after being given Air conditioning. With the fulfillment of good air quality and quantity, it will provide many benefits for the office, including increasing work productivity, improving the quality of office work, maintaining employee health, increasing work morale and creating a pleasant impression for guests.

The hot air causes workers to be sleepy, tired and less motivated. Therefore things that can be done are installing air conditioning, widening vents or vents, windows,

or wearing comfortable clothes. Laksmi (2015: 174). The temperature of the air conditioner that should be used is at least 16 degrees Celsius. Vents or vents should be cleaned periodically.

The noise factor can affect work efficiency, especially work that requires high concentration, because noisy noise can interfere with work and affect employee health. As stated by Shomer in Sukoco (2007) that if the noise level exceeds the unwanted limit, several physical and psychological disturbances will occur to them. For example, continuous noise levels can result in temporary or permanent hearing loss for employees, in addition to causing physical and mental fatigue that reduces their productivity, and can also cause anxiety, distraction, and tension with increased blood pressure and body metabolism, and in the long run can lead to serious problems. Based on the results of interviews with research participants in terms of voices, there were no obstacles or disturbances found by employees in their work. There are no noises that can disturb employees in work because the sound produced from computers and small printers, and also the noise from the highway is not too loud from indoors.

### ***Implementation of Spatial Planning in Improving Employee Work Efficiency***

Based on the results of interviews with research participants, it was found that the spatial arrangement at the Jambi provincial education office was not effective and efficient and could not provide convenience for employees at work. This is because the area of the room occupied by employees in working is not spacious.

Based on the results of interviews with research participants, it was found that there are various inhibiting factors in the implementation of office spatial planning, these inhibiting factors consist of office spatial planning measures such as light and air factors. This inhibiting factor consists of office space planning that has not been able to be effective due to the small area of the room, inadequate light factors such as the lack of light produced by light bulbs, and there are lights that are broken but not immediately repaired, then the air factor where the air temperature in the room feels hot due to a less cold air conditioner.

Based on the results of interviews with research participants, participants came up with several solutions in overcoming the obstacles in implementing office space in the Jambi provincial education office, some suggested that office space be gradually rehabbed. There are also those who provide solutions such as improving comfort in terms of light and air. In terms of the area of a small room, it should be rehabbed gradually so that the area of the room used by employees at work becomes relieved, then from the light and air factors that are further improved.

## **CONCLUSION**

The study concludes that the spatial layout at the Jambi Provincial Education Office is a combination of open and closed planning, where employees work in a shared space while leaders have private offices. However, the employee workspace is cramped, leading to suboptimal desk arrangements. The implementation of office space planning faces obstacles, including poor lighting in some rooms due to the lack of windows and

malfunctioning or insufficient light bulbs. Additionally, air conditioning systems, though available, fail to provide adequate cooling, creating discomfort for employees. To address these issues, the office needs a comprehensive redesign to create more spacious work areas, an upgrade or replacement of lighting systems to ensure brightness, prompt repairs of malfunctioning lights, and regular maintenance of air conditioning units to enhance comfort and productivity.

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