

CEKLIST KE *ASRI* AN KANTOR

Frekuensi : Harian
Bulan/Tahun :
Ruangan : Finance

| No | Item yang harus diperiksa | Standard | 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 | 29 | 30 | 31 |
|-----------------|---------------------------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | Kursi | Bersih, tidak ada debu/kotoran, posisi rapi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Meja | Bersih, tidak ada debu/kotoran, posisi rapi, tidak meninggalkan tumpukan file berantakan diatas meja. Hanya kalender, telfon, dan tissue. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Lemari Gantung | Bersih, tidak ada debu/kotoran. Tidak ada barang selain odner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Filling Cabinet | Bersih, tidak ada debu/kotoran, file tersimpan pada tempatnya | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Tempat Sampah | Tidak berbau, sampah dibuang setiap hari | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Lantai | Bersih, tidak ada debu/kotoran | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Tumpukan barang | Tidak ada penempatan barang di pojok ruangan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PARAF PEMERIKSA | | Paraf Pemeriksa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Manager HRD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Keterangan: √ : OK X : Tidak OK

Catatan Abnormal :

| | |
|--|--|
| | |
|--|--|