**ABSTRAK**

HAMDAN HADENAN. *Manajemen sarana dan prasarana dalam Standar Pelayanan Minimal (SPM) di SDN Inpres Mamajang* (Dibimbing oleh Bapak Ismail Tolla dan Bapak Sulaiman Samad).

Penelitian ini bertujuan untuk Mengetahui mekanisme manajemen (perencanaan, pengadaan, pendistribusian, pemanfaatan dan perawatan serta inventarisasi dan penghapusan) sarana dan prasarana yang dilakukan di sekolah dan Mengetahui mekanisme manajemen sarana dan prasarana yang dilakukan tersebut juga mengacu pada pemenuhan standar pelayanan minimal.

Lokasi penelitian ini dilakukan pada SD Kompleks yang terdiri dari 3 sekolah yaitu SDN di SD Negeri Mamajang II, SD Inpres bertingkat Mamajang III dan SD Inpres Majang IV. Dengan fokus pada SDN inpres Bertingkat Mamajang III karena termasuk kategori sekolah unggulan yang terletak pada gugus I wilayah Mamajang. Jenis penelitian yang digunakan dalam penelitian ini adalah deskriptif kualitatif. Sumber data dipilih secara purposive. Teknik pengumpulan data yang digunakan yaitu observasi, wawancara, dan dokumentasi. Data yang terkumpul kemudian dianalisis dengan metode deskriptif kualitatif yaitu: reduksi data, penyajian data, dan verifikasi data.

Hasil penelitian Manajemen sarana dan prasarana dalam Standar Pelayanan Minimal (SPM) di SDN Inpres Mamajang disimpulkan bahwa: (i) Impelementasi perencanaan sarana dan prasarana yang dilakukan secara keseluruhan belum diterapkan pada pemenuhan kebutuhan sarana dan prasarana sekolah ini salah satunya disebabkan karena hal-hal yang bersifat instruksi dari induk institusi; (ii) Belum ada standar operasional prosedur atau penanggung jawab pengadaan dan pendistribusian barang inventaris/ sarana dan prasarana sehingga barang yang berpindah tempat akan sulit dicatat dan direkam ke dalam buku inventaris maupun kartu inventaris; (iii) Pemanfaatan dan perawatan sarana prasarana sekolah di SD Inpres Mamajang tetap perlu memperhatikan prinsip efektivitas dan efesiensi dan melakukan perawatan secara berkala dan sekolah membutuhkan panduan terutama untuk perawatan sarana dan prasarana; (iv) Inventarisasi atau pencatatan sarana dan prasarana sekolah telah dilakukan sesuai petunjuk dari Dinas Pendidikan kota Makassar, catatan ini dituangkan kedalam beberapa kartu yang berisi format barang inventaris sekolah; (v)Penghapusan sarana dan prasarana sekolah belum dilakukan oleh sekolah karena belum adanya petunjuk maupun buku panduan tentang tata cara ataupun metode penghapusan barang inventaris sekolah; (vi) Penerapan manajemen sarana dan prasarana sekolah secara keseluruhan belum merujuk pada pemenuhan amanah standar layanan minimal (SPM) pendidikan Permendiknas No 15 Tahun 2010; (vii) Pemenuhan pada standar nasional pendidikan khususnya permendiknas NO 24 Tahun 2007 tentang standar sarana dan prasarana sekolah tingkat Sekolah Dasar belum terlaksana secara baik.

**ABSTRACT**

Hamdan HADENAN. *Management of facilities and infrastructure in the Minimum Service Standards (MSS) in the SDN Inpres Mamajang (Supervised by Ismail Tolla and Sulaiman Samad).*

This study aims to Know management mechanism (planning, procurement, distribution, utilization and maintenance as well as inventory and removal) infrastructure that is done in schools and Knowing the facilities and infrastructure management mechanism that made ​​it also refers to the fulfillment of minimum service standards.

Location of the study was conducted on elementary complex consisting of 3 schools in the state primary school SDN Mamajang II, Elementary Instruction rise Mamajang III and IV Majang Elementary Instruction. With a focus on Elementary Instruction Storey Mamajang including category III because top schools are located in the cluster I region Mamajang. Types of research used in this study is descriptive qualitative. Purposively selected data source. Data collection techniques used were observation, interviews, and documentation. The collected data were analyzed with descriptive qualitative method, namely: data reduction, data presentation, and data verification.

Results of research facilities and infrastructure management in Minimum Service Standards (MSS) in the SDN Instruction Mamajang concluded that: (i) Implementation of infrastructure planning is done as a whole has not been applied to meet the needs of school facilities and infrastructure is one of them caused by the things that are the instructions from the parent institution; ii) There is no standard operating procedure or responsible for the procurement and distribution of goods / infrastructure so that goods move would be difficult noted and recorded into inventory and the book inventory card; (iii) utilization and maintenance of infrastructure in primary schools Inpres Mamajang still need to pay attention to the principle of effectiveness and efficiency, and perform regular maintenance and schools need a guide primarily for maintenance of facilities and infrastructure; iv) Inventory or recording school infrastructure has been done as per the instructions of the Education Office of Makassar, the record is poured into a card that contains an inventory format school; (v) Elimination of school facilities and infrastructure has not been done by the school because there are no instructions or guidelines on the procedure or method of inventory items elimination of school; (vi) Implementation of school facilities and infrastructure management as a whole has not referring to the fulfillment of the mandate minimum service standards (SPM) education Decree No. 15 of 2010; (vii) Compliance with national standards in education, especially Permendiknas NO 24 of 2007 on a standard school facilities and infrastructure elementary school level has not been done well.

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