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Evaluative Study of Educational Administrative Facilities: Comparison Between Departments at Polytechnic XYZ

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ABSTRACT

Administrative facilities and infrastructure play a vital role in supporting the smooth academic process in higher education institutions. This study aims to compare the completeness of administrative facilities and infrastructure between two departments within the same institution. A comparative method was used through direct observation of the physical conditions in both departments. The results show that Department A meets 93% of the facility indicators, while Department B meets 83%. Department A is equipped with tools such as a fax machine, microwave, and perforator, whereas Department B only has a coffee machine. In terms of infrastructure, Department A meets all indicators (100%), including restroom availability, while Department B meets 88% due to the absence of a restroom. The administrative room in Department A is more crowded and less organized because it manages seven study programs, unlike Department B, which manages only two and appears tidier. Both departments face issues with lighting and air circulation due to constantly closed windows, despite having air conditioning. This study recommends improving spatial management in Department A and adding restroom facilities in Department B. Enhancing natural lighting and ventilation is also advised to improve staff comfort and well-being. The findings highlight the existing gap in facilities between departments and serve as a valuable reference for management in planning equitable and efficient facility development in the future.

Keywords: Facilities and Infrastructure; Educational Administration; Comparison; Work Efficiency; Office Layout

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INTRODUCTION

Administration can be understood from two perspectives, namely, narrow and broad. In a narrow context, administration is often associated with administrative activities, which essentially include information management. These activities include recording, filing, duplication, and storage of documents, or often referred to as administrative work. This work is usually done by education personnel to support the core activities of the institution, such as learning activities and academic services. Meanwhile, in a broad sense, administration includes the entire process of organizing and managing resources to achieve common goals systematically (Silalahi, 2013; Marliani, 2019). This broader perspective sees administration as an essential element in the overall management of the organization, including the functions of planning, organizing, directing, and supervising all activities carried out by the institution.

Adequate administrative facilities and infrastructure are very important to support the smooth academic process in higher education. In vocational education, such as polytechnics, the quality of administrative facilities greatly affects how effective and efficient the academic services provided by administrative staff to students. The administrative facilities in question include a decent workspace, computer and network equipment, academic information systems, office stationery, and software that supports the service digitization process. When the facility is available and functions properly, the service process to students, lecturers, and other internal parties can take place smoothly and with minimal constraints.

According to Malau *et al.* (2022), the management of facilities and infrastructure is an important aspect in achieving educational goals. Well-managed facilities and infrastructure will support the learning process, accelerate administrative services, and create a conducive work environment for educators and education staff. However, the reality on the ground shows that many educational institutions still face challenges in this regard. In practice, the planning and management of facilities is often carried out partially and is not integrated with the needs of each department.

According to Wendra (2019), the management of facilities and infrastructure is very important for administrative staff because it ensures effective and efficient support of the educational process, allows for smooth teaching and learning, and facilitates the achievement of educational goals through proper planning and utilization. Thus, the existence of facilities is not just a complement, but one of the main pillars in supporting the academic function as a whole.

The management of facilities and infrastructure often experiences complex obstacles. Research conducted by Saputri & Fatmawati (2024) revealed that budget limitations, inconsistent maintenance, suboptimal use, and lagging behind in keeping up with technological developments are some of the main obstacles. This obstacle not only affects daily administrative operations but also has a direct impact on the quality of services provided to students. For example, a slow academic information system or frequent technical glitches can lead to delays in filling out KRS, issuance of KHS, and other important and urgent administrative services.

Meanwhile, according to Asifa & Afrimansyah (2023), the maintenance and management of infrastructure and educational facilities is often not done well. This leads to various problems, such as the deterioration of facilities that are allowed to drag on, limited workspaces, and low comfort levels for administrative staff. As a result, work productivity decreases and the work atmosphere becomes less conducive (Efawati, 2020). If allowed to continue, this condition can interfere with the achievement of overall academic goals and lower the institution's image in the eyes of students and the general public.

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XYZ Polytechnic is one of the vocational education institutions that has various departments with diverse administrative characteristics and needs. Each department has a different administrative burden depending on the number of students, lecturers, and study programs managed. In this context, it is important to explore how the different conditions of administrative facilities and infrastructure in each department affect the quality of services provided. In addition, there are not many studies that specifically compare administrative facilities between departments within a single vocational institution, which can actually provide important information for internal policymaking. Such comparisons can also reveal best practices that can be adopted by other departments to improve the quality of service.

Therefore, this study aims to compare the condition of administrative facilities and infrastructure in Department A and Department B of Polytechnic XYZ. The focus of this research is limited to the administrative section in each department, with the aim of identifying existing differences and providing constructive improvement recommendations. The research methods used include direct observation, interviews with administrative staff, and analysis of supporting documents such as facility inventory reports and the results of service user satisfaction surveys. The results of this research are expected to contribute to improving the effectiveness of administrative services in the polytechnic environment and become a reference for institutional managers in making strategic decisions related to facility management. The results of this study are also expected to encourage management to conduct routine evaluations of the condition of existing facilities and increase budget allocation for the maintenance and development of administrative facilities and infrastructure.

In addition, it is also important to pay attention to the training and competency development of administrative staff in managing facilities and infrastructure. Although physical facilities are available, without the support of competent human resources, their use will not be optimal.

LITERATURE REVIEW

Concept of Facilities and Infrastructure

Facilities and infrastructure are one part of the management in offices, organizations, institutions, or educational institutions. If the facilities and infrastructure in the office are inadequate, it will affect the performance of the office. Sometimes many people in the office have difficulty getting a strong determination to work, due to limited facilities and infrastructure, for example lack of facilities such as printers.

According to Rismawati & Rafiie (2022), without adequate facilities and infrastructure, human resources or human resources cannot do much in carrying out their duties. Facilities and infrastructure that can improve worker performance to be more effective and efficient include the following:

1. Building or office conditions
2. Office equipment completeness
3. Ease of transportation
4. The existence of communication

According to the BI Dictionary, facilities are efforts that can be used as tools or media to achieve a goal. It can be concluded that facilities are complementary facilities in the form of goods or movable objects that can be directly used with functions to achieve goals. The facilities used in terms of completing work efficiently and effectively so that the company's achievements are quickly achieved (Noer Amaliah, 2019; Aprianti & Putri, 2024). Examples of office equipment such as desks, chairs, document storage,

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and others.

Meanwhile, infrastructure is something that helps business processes or projects run the BI Dictionary. Infrastructure can also be interpreted as a tool that can indirectly support an office activity with the aim that the company can achieve its goals (Armansyah, 2018; Aprianti & Putri, 2024). It can be concluded that infrastructure is something that helps in the process of permanent or permanent office work, such as land, buildings, rooms, and vehicles.

Optimal Management of Facilities and Infrastructure

According to Karima & Khasanah (2024), if an office activity in the office environment wants to run smoothly, then participation in the maintenance and maintenance of the facilities and infrastructure provided is required. On the other hand, if there is damage to the facilities and infrastructure provided, then the person concerned must be held responsible.

Office of Administration in Education

This educational administration office plays an important role in the smooth operation and efficiency of an educational institution. The office is responsible for everything from managing admissions and maintaining student records to overseeing financial operations and coordinating the educational institution's academic schedule. The main functions of the administrative office are:

1. Planning and regulating the activities of educational institutions. This administrative office ensures that resources are allocated efficiently to meet educational goals (Kurnia, 2020; Dianis Svari, 2023)
2. Implementing and controlling the educational process, ensuring that educational institution activities are carried out as planned and making necessary adjustments to increase efficiency and effectiveness (Kurnia, 2020; Fathimah *et al.*, 2024). Effective communication and coordination administrative offices also facilitate the dissemination of information and encourage collaboration that is essential for the overall efficiency of an institution or educational institution (Kumar & Limbachiya, 2023).

Office Facilities and Infrastructure Standards

According to Rismawati & Rafiie (2022), the smooth running of an operational activity must require adequate facilities in order to carry out operational activities. In line with the Regulation of the Minister of Home Affairs Number 7 of 2006 concerning the Standardization of Work Facilities and Infrastructure of Local Government Article 1, it is explained that office work facilities are facilities that support the process of implementing local government by achieving various standards that have been set.

Office stationery, furniture, equipment, machinery, rooms, and buildings are some of the office facilities (Chaniago, 2016). Infrastructure, according to Chaniago (2016), includes something non-physical that serves as a foundation, guideline, and benchmark for an employee to carry out his or her duties in the office. The tools used here include manuals, Standard Operating Procedures (SOPs), and others.

From this explanation, it can be concluded that the standard office facilities and infrastructure are the existence of office buildings and spaces, equipment, office machinery, office supplies, office stationery, then there are also SOPs (Standard Operating Procedures), manuals, and others.

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RESEARCH METHODS

This study applies a descriptive comparative method that aims to evaluate and compare the condition of administrative office facilities and infrastructure in Department A and Department B of Polytechnic XYZ. The comparative approach was chosen because the study not only wanted to describe the existing conditions, but also to identify the differences and similarities between two administrative units that reside within a single institution, which may have different policies, resource allocation, and management.

The advantage of this method is its ability to display direct comparisons between objects in a natural context without manipulating variables, making it ideal for evaluating physical and administrative facilities and infrastructure. Compared to experimental methods or single case studies, they allow for a broader analysis of functional and structural differences, as well as provide a contextual picture that can be used as a basis for internal policy recommendations.

In addition, this method also allows data reinforcement through direct observation and documentation, which, in the context of educational facility management, is a valid approach because it avoids respondent perception bias. Through the comparison of two work units located in the same institutional environment, this study can explore the inequality of facility distribution and workspace efficiency, as well as prepare relevant and practical recommendations for improving the quality of vocational education administration.

Data Collection Approaches and Techniques

This study uses a descriptive qualitative approach, where the researcher conducts direct observation of conditions in the field. Observations were made in a structured manner on the objects being studied, namely physical facilities and infrastructure owned by administrative offices in both departments. The objects observed include various aspects, such as the condition of the physical building, workspace, office equipment (including computers, printers, copiers), office stationery, document storage systems, and other supporting facilities, such as waiting rooms and cleanliness of the work environment.

Data is collected by carefully recording each element observed, based on pre-established criteria and indicators. These criteria refer to the general standards of administrative facilities applied in various references, including the Regulation of the Minister of Home Affairs Number 7 of 2006 concerning the Standardization of Regional Government Work Facilities and Infrastructure and the results of previous research. Some of the main indicators referenced in this study include: availability, feasibility, physical condition, function, and effectiveness of the use of existing facilities.

To clarify the conformity between the ideal standard and the actual conditions found, the following is presented a comparative visualization between the standard and the realization in the field:

Table 1. Ideal standards (Permendagri No. 7 of 2006) and realization in departments A and B

No.	Facilities and Infrastructure Indicators	Ideal Standard (Permendagri 7/2006)	Department A	Department B
1	Office Building & Workspace	Available & Eligible	✓	✓
2	Office Desks & Chairs	Ergonomic & Adequate	✓	✓

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3	Computers, Printers, Scanners, Photocopy Machines	Available & Functional	✓	✓
4	Complete Office Stationery	Available	✓	✓ (-perforator)
5	Communication Facilities (Telephone, Fax)	Must have	✓	✗ (-fax)
6	AC and Ventilation	Must exist & function well	✓ (- ventilation)	✓ (-ventilation)
7	Reception Room	Available & representative	✓	✓
8	Pantry	Adequate with basic equipment	✓ (-coffee machine)	✓ (-microwave)
9	Rest Room	Required for staff comfort	✓	✗
10	Archive Room	Must be present for document storage	✓	✓

Source: Mendagri (2006)

Research Subjects and Objects

The subjects of this study are two administrative work units in two different departments, namely Department A and Department B at Polytechnic XYZ. Meanwhile, the objects analyzed are physical facilities and infrastructure owned and used by each administrative office in the two departments. The focus of this study is not on individual respondents, but on physical units and administrative documentation that are directly visible.

Data Analysis Techniques

The collected data will be analyzed using descriptive-comparative analysis techniques. The steps in the analysis process include:

1. Data reduction, which is the filtering of important information that is relevant to the focus of the research based on the results of observations that have been made.
2. The presentation of data, which will be presented in the form of a table or narrative explaining the condition of facilities and infrastructure in each department.
3. Drawing conclusions is by comparing the existing conditions between Department A and Department B to identify differences, similarities, and aspects that need to be corrected or corrected.

Comparisons are made based on the frequency of facility availability, observed physical conditions, and the extent to which the facility is in accordance with the function and work needs. The results of the observations are then analyzed to provide recommendations on aspects that are not optimal.

Data Validity

To ensure the accuracy and validity of the data, the researchers carried out the following steps:

1. Time triangulation, which is by making observations on several different occasions to ensure the consistency of the data collected.
2. Photo recording and field documentation, which are used to reinforce descriptions of real conditions.
3. Cross-check the research team, which aims to minimize subjectivity during the observation process and ensure the objectivity of the data obtained.

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Purpose of Analysis

Through this approach, this study aims to explore whether there are significant differences in the management and condition of administrative facilities between the two departments studied. In addition, the results of this analysis are expected to provide strategic input for the management of Polytechnic XYZ in formulating policies to improve administrative facilities and infrastructure more evenly and sustainably.

Data from Department A and Department B are compared with predetermined criteria and indicators, the subject of this study is how the physical condition of facilities and infrastructure in Department A and Department B at Polytechnic XYZ. In this study, we did not focus on direct interaction with respondents, but focused on observations of existing facilities. The results of the analysis obtained by us are in the form of descriptive data analysis with the stages of information filtering, information presentation, and drawing conclusions to identify whether there are differences or similarities in the condition of facilities and infrastructure between the two departments and provide aspects that need to be improved

RESEARCH RESULTS

This study compares the completeness and condition of administrative facilities and infrastructure between Department A and Department B at Polytechnic XYZ. The findings are presented based on observations using 30 facility indicators and 8 infrastructure indicators, along with physical and environmental conditions relevant to administrative operations.

Facility Completeness

Department A has 28 out of 30 facility indicators met, which corresponds to 93% completeness. This includes general administration tools and auxiliary equipment such as facsimile machines, microwaves, and perforators. However, it does not have a paper guillotine and a coffee machine.

Department B met 25 out of 30 facility indicators, or 83% completeness. It has a coffee machine and a paper guillotine but lacks facsimiles, microwaves, perforators, fans, and air fresheners.

Infrastructure Completeness

Department A meets all 8 infrastructure indicators (100%), including the existence of a dedicated rest area for staff. Department B only met 7 out of 8 indicators (88%), lack of toilets, which affected staff comfort and rest.

Physical Conditions and Layout

The administrative office of Department A seems to be more crowded and less organized due to its responsibilities for 7 study programs, so there is more data, staff, and work activities. Although the size of the physical space is similar between departments, the density in Department A reduces efficiency and spatial neatness.

On the other hand, Department B, which only has 2 study programs, appears clean, neat, and organized because there are fewer administrative personnel and data that must be managed.

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Ventilation and Lighting

Both departments face similar problems with poor ventilation and inadequate natural lighting. The windows are closed most of the time, and the curtains limit the entry of sunlight. Although, air conditioning is available and operating, the absence of open-air circulation can negatively impact the comfort and health of staff in the long run.

DISCUSSION

Physical Condition of Facilities and Infrastructure in Department A and Department B

Research was conducted in department A and department B of Polytechnic XYZ regarding facilities and infrastructure in the Administration Office covering several aspects, be it equipment, equipment, room conditions, pantry, workspace, rest area, internet facilities, and archive room.

The results showed that the basic equipment in both majors pencils, pens, rulers, typex, scissors, staplers, highlighters, and glue was essentially equivalent, but each still lacked certain items: Major A did not have a paper *guillotine* and a coffee machine, while Major B did not have a perforator, facsimile, fan, air freshener, and microwave.

The physical condition of infrastructure in Department A and Department B shows a difference that is not too significant, but still has its own characteristics. Department A has good building conditions, but in terms of neatness, it can be categorized as less than optimal. This is because the number of Study Programs is larger, namely 7 Study Programs, so the volume of administrative data and the number of employees that must be accommodated are also larger. Although the size of the administrative room in both departments is almost the same, the density of activities and the number of personnel in Department A make the room look fuller and less organized. On the other hand, Department B, which only has 2 Study Programs, shows good physical condition of the building and a more maintained space. With fewer employees and data, the administrative room in Department B appears more spacious, clean, and well-organized.

For network installations from Department A and Department B, it can be categorized as complete with stable and adequate internet availability to support activities in the administration of both Physical Conditions of Facilities and Infrastructure in Department A and Department B

Lighting in Department A and Department B is less than optimal due to the use of rarely opened curtains and windows that are always closed, thus having an impact on the lack of air circulation in the room. Despite this, both departments have been equipped with air conditioning that functions well and is able to maintain the comfort of room temperature, although natural lighting and air ventilation still need to be improved, as it only relies on open doors and vents leading to corridors.

There are 4 workspaces in Department A, while in Department B, there are only 2 workspaces. With the completeness of each desk, namely, computers, printers, and several appliances. In addition, each department has reception rooms with similar features. For *the kitchen,* department A has the same equipment but no coffee machine, while department B has the same equipment but there is a coffee machine and no microwave.

The following data presents a comparison of the availability of facilities and infrastructure in Departments A and B in Tables 1 and 2.

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Table 2. Comparison of facilities in department A & department B

Completeness of Facilities			
No	Facilities	Department A	Department B
1	Photocopiers	Available	Available
2	P3K	Available	Available
3	Mading	Available	Available
4	Printer	Available	Available
5	Computer	Available	Available
6	Telephone	Available	Available
7	Facsimile	Available	None
8	Office Chair	Available	Available
9	Office Desk	Available	Available
10	Ac	Available	Available
11	Fan	Available	None
12	Room fragrance	Available	None
13	Wall Clock	Available	Available
14	Refrigerator	Available	Available
15	Coffee machine	None	Available
16	Dispenser	Available	Available
17	Microwave	Available	None
18	Calendar	Available	Available
19	File Cabinet	Available	Available
20	Paper guillotine	None	Available
21	Fountain pen	Available	Available
22	Pencil	Available	Available
23	Scissors	Available	Available
24	Stapler	Available	Available
25	Perforator	Available	None
26	Highlighter	Available	Available
27	Glue	Available	Available
28	Ruler	Available	Available
29	Type-x	Available	Available
30	Scanner	Available	Available

Source: Own compilation (2025)

Table 3. Comparison of infrastructure completeness in department A & department B

Completeness of Infrastructure			
No	Infrastructure	Department A	Department B
1	Reception Room	Available	Available
2	Pantry	Available	Available
3	Workspace	Available	Available
4	Internet Facility	Available	Available

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5	Archive Room	Available	Available
6	Rest Area	Available	None
7	Ventilation & Lighting	Available	Available
8	Air Conditioner	Available	Available

Source: Own compilation (2025)

From the results of the table, it was found that the completeness of Department A according to the indicator there were 28 facilities available out of 30 facilities (93%), while the completeness of Department B had 25 facilities available out of 30 facilities (83%). As for infrastructure, 8 infrastructures are indicators, department A has all the infrastructure (100%), while department B has one that does not have, namely the washroom, the percentage is 88%.

The most striking difference in terms of administrative facilities between Department A and Department B lies in the availability of some supporting equipment. Department A has facsimiles (fax machines), microwaves, and perforators (paper hole tools), while Department B does not have these three tools. On the other hand, Department B actually has a coffee machine that is not available in Department A. This difference shows that each department has a different priority of needs in providing supporting facilities for administrative activities.

The difference in infrastructure between Department A and Department B lies in the availability of restrooms. Department A has a dedicated break room that can be used by administrative staff to rest outside of working hours. The existence of this space provides additional comfort and supports work productivity. Meanwhile, Department B does not have its own break room, so rest activities are usually carried out at their respective desks. This condition certainly affects the comfort of staff, especially when they need time to rest without being disturbed by other work activities.

The difference in infrastructure in Department A and Department B is only in the rest area, for Department A there is a rest area while in Department B there is none, so for Department B the rest area can be done at their respective desks which can reduce the comfort and professionalism of employee work, but Department A has a different rest area.

Availability of Facilities in Department A and Department B

The findings showed that Department A met 28 out of 30 facility indicators (93%), while Department B met 25 indicators (83%). The main imbalance lies in the availability of facsimiles, microwaves, and perforators in Department A, while Department B has paper guillotines and coffee machines. Chaniago (2016) emphasized that office equipment, machinery, and other equipment are vital components for the smooth administration process. Linking these findings to the Chaniago concept, the absence of perforators in Department B and guillotines in Department A has the potential to create micro-work bottlenecks, such as slowing down the filing process that, on a cumulative scale, can reduce the daily efficiency of staff.

In addition, the difference in non-core priorities (coffee machines in B vs microwaves in A) reflects the orientation of the needs of each major. Even though they are supportive, these facilities still affect the comfort of the staff's work. This strengthens the understanding that the completeness of facilities must be adjusted to the character of the tasks and work habits of the unit concerned, not just the number of items met.

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Comparison of Infrastructure and Physical Environment

The results of the study show that in terms of infrastructure, both Department A and Department B already have adequate basic infrastructure, including workspaces, archive rooms, internet facilities, pantry, and air conditioning (AC). The facility supports the smooth running of daily administrative activities. However, there is one striking difference, namely the absence of a restroom in Department B. Asifa & Afrimansyah (2023) emphasized that the management of educational facilities must include the maintenance of comfort support facilities so that productivity does not decrease. Field data shows that Department B staff generally rest at their desks; This condition is in line with Asifa & Afrimansyah's explanation that the lack of supporting facilities has a direct impact on the less conducive work atmosphere. Thus, the restroom is not just a complement, but a welfare factor that affects the continuity of administrative services.

The unavailability of a special room to rest can affect the comfort of the work of administrative staff. The washroom functions not only as a place to relax, but also as an effort to maintain a balance between work pressure and relaxation time. Without such a space, staff tend to rest in the work area or kitchen, which risks disrupting the comfort of the work environment and lowering productivity. In the long run, it can also have an impact on job satisfaction levels and overall employee well-being. Therefore, the provision of washrooms needs to be considered in planning the development of administrative facilities in the future.

Physical conditions and spatial planning

Department A manages seven study programs, while Department B manages only two. As a result, the administration room A is more crowded and less tidy. Siswanto *et al.* (2023) stated that an office layout that is not optimal will reduce the ease of movement and comfort of workers. The study's observations support this theory: Staff A takes longer to retrieve documents because movement paths are obstructed by piles of archives and device placement. These findings emphasize the need to rearrange spaces based on actual workloads, rather than just physical similarities.

From there, it can be concluded that the number of Study Programs is directly proportional to the needs of facilities and infrastructure of an administrative office. Therefore, space management is needed so that Department A is more efficient with the aim of enabling employees to maintain comfort in working despite the many activities.

Lighting and Air Circulation

Both majors face ventilation and lighting issues because the windows are always closed and the curtains block light. Karima & Khasanah (2024) emphasized that participation in facility maintenance includes efforts to maintain air and light quality in the workspace. Closed room situations can reduce air freshness, trigger fatigue complaints, and have an impact on long-term comfort. These results reinforce the view of Karima & Khasanah that attention to simple aspects, such as opening ventilation regularly, is a shared responsibility for the continuity of office activities.

Relevance of Synchronization of Findings with the Theoretical Framework of Facilities and Infrastructure

Overall, the findings of this study enrich the framework of Malau *et al.* (2022) on the importance of educational means. Research shows that equipment alone is inadequate; Its effectiveness is largely determined by the placement and suitability of the tool with the

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workflow. In addition, comfort infrastructure in the form of restrooms has proven to be a buffer for productivity that should not be ignored. Spatial planning must also be arranged based on the actual administrative burden the more study programs, the greater the need for orderly functional spaces. Finally, the quality of the physical environment, especially the air and lighting, is directly correlated with the well-being of staff and the quality of administrative services.

Practical Implications

Department B needs to immediately equip the break room and provide basic tools such as perforators and facsimiles so that facility and infrastructure indicators are close to the level of Department A. Instead, Department A is advised to rearrange the layout of the space, place archives and input devices closer to the main work point, and add a paper guillotine to reduce documentation barriers. Both should also implement window opening and closing schedules and natural lighting management to improve air quality and work lighting. Finally, the management of Polytechnic XYZ is advised to evaluate facilities regularly with indicators of completeness and comfort so that the distribution of facilities is more equitable and in harmony with the workload of each department.

CONCLUSIONS

This study reveals that although Department A and Department B at Polytechnic XYZ generally have adequate administrative facilities and infrastructure, there are several significant differences between the two. Department A shows higher completeness of facilities (93%) than Department B (83%), with advantages in the availability of equipment such as facsimile, microwave, and perforator. On the other hand, Department B has a coffee machine that is not available in Department A. In terms of infrastructure, Department A excels by having a break room that Department B does not have.

The physical condition of the administrative room in Department A tends to be more dense and less organized due to the large number of Study Programs and employees, while Department B looks more organized with a smaller number of Study Programs. The two departments also faced similar problems related to suboptimal lighting and air circulation due to the lack of window openings. These findings show that even though the basic means have been met, the comfort and efficiency aspects of the workspace still need to be considered, especially in adapting the layout to the actual needs and number of users.

To improve the quality of administrative facilities and infrastructure in both departments, it is recommended that improvements and development refer to the standards set in the Regulation of the Minister of Home Affairs Number 7 of 2006, especially regarding the availability of basic facilities such as ergonomic workspaces, restrooms, communication tools, and main administrative equipment.

Major B is advised to immediately complete the basic facilities that are not yet available, such as break rooms, perforators, and facsimiles, as mentioned in the article on office supplies and machinery. Meanwhile, Department A can add supporting equipment such as paper guillotines and coffee machines, as well as rearrange the workspace to meet the principles of comfort, movement efficiency, and orderly workflow.

Both departments also need to adjust the ventilation and lighting conditions of the room to the work comfort standards in the regulation, for example, by opening windows periodically and rearranging lighting to meet the needs of daytime work. In addition, the management of Polytechnic XYZ is advised to establish a periodic evaluation program

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of facilities and infrastructure, as well as allocate a special budget for the maintenance and procurement of office facilities, as also recommended in government regulations.

By referring to these ideal regulations, it is hoped that the management of administrative facilities can be improved not only in terms of availability, but also in terms of feasibility, comfort, and suitability with the work functions of educational apparatus in the vocational environment.

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