Facilities and Infrastructure Management in Improving Student Non-Academic Field Achievement

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Informasi Artikel	Abstract
	This research aims to discuss managing facilities and infrastructure to improve students' non-academic achievements. This research uses a type of field research with a phenomenological approach. Data collection techniques are done through observation, interviews, and documentation. Data reduction, data presentation, and conclusion are the data analysis techniques used. Testing the validity of the data is a triangulation of sources, methods and time. The results of this research show that the implementation of facilities and infrastructure management is carried out at the planning stage through meetings with the principal and deputy principal for the facilities and infrastructure section as well as all assistant principals, the procurement stage through providing facilities for organizational spaces and extracurricular spaces with student operational assistance funds and contribution to educational development, use step through implementing rules and making schedules for facility use, storage stage by storing facilities in a particular place with a separate person in charge, inventory stage through coding and recording assets in the Muhammadiyah Asset Management Information System, maintenance stage through two types, namely daily maintenance and periodic maintenance, elimination stage by removing damaged facilities. To improve students' non-academic achievements, all school parties, especially the facilities and infrastructure department, are renewing and providing the best non-academic infrastructure for

students to gain enthusiasm and comfort in achieving.

Penelitian ini bertujuan untuk mendiskusikan manajemen sarana dan prasarana dalam meningkatkan prestasi bidang non akademik siswa. Penelitian ini menggunakan jenis penelitian lapangan dengan pendekatan fenomenologis. Teknik pengumpulan data melalui observasi, wawancara dan dokumentasi. Teknik analisis data yang digunakan adalah reduksi data, penyajian data, dan penarikan kesimpulan. Uji keabsahan datanya yaitu triagulasi sumber, teknik dan waktu. Hasil penelitian ini menunjukkan bahwa pelaksanaan manajemen sarana dan prasarana dilakukan dengan tahap perencanaan melalui rapat oleh kepala sekolah dan wakil kepala sekolah bagian sarana dan prasarana serta semua pembantu kepala sekolah, tahap pengadaan melalui pemberian fasilitas bagi ruang organisasi dan ruang ekstrakurikuler dengan dana bantuan operasional siswa serta sumbangan pembinaan pendidikan, tahap penggunaan melalui penerapan aturan dan pembuatan jadwal penggunaan fasilitas, tahap penyimpanan dengan cara menyimpan fasilitas di tempat khusus serta penanggung jawab tersendiri, tahap inventaris melalui pemberian kode dan pencatatan aset di Sistem Informasi Manajemen Aset Muhammadiyah, tahap pemeliharaan melalui dua jenis yaitu pemeliharaan harian dan pemeliharaan berkala, tahap penghapusan dengan cara menghapus fasilitas yang sudah rusak. Dalam hal meningkatkan prestasi bidang non akademik siswa, semua pihak sekolah terutama bagian sarana dan prasarana melakukan pembaharuan dan penyediaan infastruktur bidang non akademik yang terbaik bagi siswa, sehingga dapat memberikan semangat dan kenyamanan dalam berprestasi.

I.   INTRODUCTION

Facilities and infrastructure management regulates the preparation of all learning equipment/materials to organize and facilitate schools' teaching and learning process (Anggraini & Anisah, 2023; Suliyarti, 2019). Educational facilities and infrastructure greatly affect the smoothness and effectiveness of learning activities in the classroom (Hakim, 2016). Facilities and infrastructure must be

maintained and taken care of as well as possible to be used properly (Ade et al., 2021). Therefore, schools need a good management system for educational facilities and infrastructure (Ikhwan & Qomariyah, 2022).

Facilities and infrastructure management are all facilities and infrastructure in schools that exist. They must be maintained optimally to continue supporting the entire learning process in schools and are available when needed (Novita, 2016). All school facilities and infrastructure should be maintained and managed properly. Educational facilities and infrastructure management plays an important role and must be maintained (Nurmalina & Nelliraharti, 2020). The quality of schools is shown by the availability of educational facilities and infrastructure, which is important because it supports the learning process in academic and non-academic settings (Hartoni, 2018).

Learning achievement is student achievement after completing the learning process (Fajartriani & Karsiwan, 2021). The student learning process is expected to improve the quality of student learning so that students can become smart, innovative, and creative graduates and later become professional educators and responsible individuals (Isnaniah & Mustofa, 2020). Therefore, schools as containers and providers of formal education need assistance from the management of educational facilities and infrastructure management to fulfil the needs of facilities and infrastructure (Iqomah & Rahmah, 2023). Activities at school can run smoothly if the facilities and infrastructure are adequate. In addition to adequate facilities and infrastructure, it is one of the supporting factors for student success, especially in non-academic fields.

Non-academic achievement helps students develop their artistic talents or sports that they like. Developing students' interests, talents and skills refers to achievements outside the classroom. For this reason, educational facilities and infrastructure are needed to develop students' interests, talents, and skills; therefore, effective use of educational facilities and infrastructure must be carried out professionally.

Facilities and infrastructure management is an activity that regulates the preparation of all equipment/materials needed to carry out the learning process in

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schools. Facilities and infrastructure management is needed so that the teaching and learning process can run smoothly. Facilities and infrastructure are all movable and immovable objects that are needed to support teaching and learning activities directly or indirectly. Facilities and infrastructure management is the entire process of planning the procurement, utilization, and supervision of facilities and infrastructure used in order to achieve educational goals in schools efficiently and effectively. Facilities and infrastructure management activities include needs planning, procurement, use, storage, inventory, maintenance, and elimination of educational facilities and infrastructure (Awaludin & Saputra, 2016).

There have been various previous studies that focused on the management of facilities and infrastructure; several studies found Wahyuni's research results regarding the management of educational facilities and infrastructure, namely planning by reviewing and classifying consumable and non-consumable materials as well as planning carried out at the beginning of the new school year (Wahyuni & Habibah, 2021). Ginting's research on managing facilities and infrastructure was carried out by analyzing needs and selecting according to the curriculum (Prayudi Ginting et al., 2018). Management of educational facilities and infrastructure, namely planning of facilities and infrastructure, must go through three stages to fulfil budget-based facilities and infrastructure, analysis needs through suggestions from academic staff, facilities and infrastructure must be prioritized, namely in carrying out a priority scale, and the identification results will be determined through RKAS (Ananda et al., 2023; Taufik & Hisyam, 2021).

The results of Mantri's research regarding the management of facilities and infrastructure are that planning is carried out by the education office with suggestions from the school (Mantri et al., 2023). Facilities and Infrastructure Management, by planning and procuring facilities and infrastructure, aims to determine all school facilities and infrastructure needs designed each year (Syah, 2018). Based on the research results above, there is much discussion regarding managing academic facilities and infrastructure. Therefore, this research will discuss how operating facilities and infrastructure can improve non-academic achievements in Islamic boarding schools.

II.   METHOD

This research uses a type of field or field research with a phenomenological approach (Nasir et al., 2016). This research was carried out at SMP Muhammadiyah 1 Klaten; the reason for taking it at that location was because SMP Muhammadiyah 1 Klaten is one of the junior high schools with private status under the auspices of the Muhammadiyah organization in Klaten regency and has excelled in academic and non-academic fields because it has a full day class and regular class program and has many extracurriculars that will help students to develop their potential. Data sources in this study are primary and secondary (Sugiyono, 2015).

The primary data source is the vice principal of the facilities and infrastructure section of SMP Muhammadiyah 1 Klaten. At the same time, secondary data is obtained from articles, journals and books related to research problems. Data collection techniques include observation, interviews and documentation (Ardiansyah et al., 2023). The data analysis used has three lines of activities: reducing data, presenting data, and drawing conclusions (Bala et al., 2022; Husnun, 2023). Test the validity of the data, namely tricoagulation of sources, techniques and time (Samini et al., 2023). This research focuses on the management of facilities and infrastructure in improving students' non-academic achievements (Ikhwan, 2021).

III.   FINDINGS AND DISCUSSION

Management of facilities and infrastructure in improving the achievement of non-academic fields of students consists of several stages, namely planning, procurement, use, storage, maintenance, inventory and elimination of facilities and infrastructure. The first stage in managing facilities and infrastructure is the planning stage. The planning of these facilities and infrastructure is to support the running of student activities in non-academic fields carried out at SMP MUHammadiyah 1 Klaten. Because of careful planning, the activities carried out become more directed, and the objectives become clearer. Planning is carried out to determine the goals of an organization as a whole and all activities and

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programs in SMP Muhammadiyah 1 Klaten. All facilities and infrastructure planning is closed by the Principal, Deputy Head of Management of educational facilities and infrastructure at SMP Muhammadiyah 1 Klaten, teachers, administration department, school treasurer.

However, not least, the School Committee is given their respective duties to take care of the facilities and infrastructure. Planning of educational facilities and infrastructure is carried out under the needs of facilities and infrastructure, which will then be analyzed to determine whether the facilities and infrastructure held are important or not important. Analysis of the needs of educational facilities and infrastructure is carried out in planning activities, and this analysis includes the needs of educational facilities and infrastructure in organizational activities, programs, and the learning process. After the analysis, the costs that will be needed for the procurement of educational facilities and infrastructure will also be discussed.

The second stage is procurement. Procurement of facilities and infrastructure is an operational function in managing educational facilities and infrastructure, tailored to school needs, related to the number, type and specifications, time and place, price and resources that can be accounted for (Hardaning & Yahya, 2021). Funding sources include BOS (School Operational Assistance) and student tuition fees. Procuring these facilities and infrastructure is a form of realization of the planning that has been planned and formed before this stage, namely the planning stage. Almost all facilities and infrastructure in the extracurricular section are fulfilled, especially extracurricular holy sites that become the identity of Muhammadiyah, such as mattresses and body armour used for children's training. Extracurricular robotics costs a fairly large amount, but all of these costs are borne by schools and students who take extra robotics. Facilities and infrastructure of organizational parts such as HDI have their room and tables and chairs. The procurement of facilities and infrastructure is held last year at the end of the school year.

The third stage is used. Use is an activity that uses or utilizes the facilities and infrastructure owned to support all school activities, especially extracurricular

activities. The Deputy Head of the facilities and infrastructure section makes a schedule for the use of facilities at SMP Muhammadiyah 1 Klaten so that the use of facilities and infrastructure all facilities used can be alternated with other students so that all students can use the facilities and infrastructure and all facilities as well as possible. SMP Muhammadiyah 1 Klaten also applies regulations when students want to use facilities and infrastructure, and all facilities provided by the teacher on duty or can go directly to the Deputy Head of the facilities and infrastructure section. If you have finished borrowing and using it, students must return all these facilities without damage. The use of facilities and infrastructure in non-academic fields such as sacred sites and futsal is quite maximum because the use of the tools needed and the facilities in extracurricular activities are used well because of the support from facilities and infrastructure that continue to be fulfilled so that SMP Muhammadiyah 1 Klaten can achieve achievements in non-academic fields. With the facilities and infrastructure provided at SMP Muhammadiyah 1 Klaten, students can continue to practice to improve student achievement in non-academic fields.

The fourth stage is storage. Storage of facilities and infrastructure is the process of storing facilities and goods in schools in good condition, new and damaged, even though they are carried out by people assigned tasks by the school, one of which is the Deputy Head of the educational facilities and infrastructure section. Storage is checking the goods to be stored, preparing goods in groups, recording goods in the goods receipt book, and making a plan to arrange the placement of goods. In addition, it also receives, counts, stores, serves and maintains the cleanliness of goods. In the Muhammadiyah 1 Klaten Junior High School, storing facilities and infrastructure is quite appropriate because it has stored facilities in a special place, namely in the school warehouse. There are several storage posts, such as special sports warehouses, electronics warehouses, such as computers and CPUs, and warehouses for hygiene facilities. So, each warehouse has its function and is managed by officers; specifically for the sports warehouse, the person in charge is the sports teacher.

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The fifth stage is inventory. Inventory helps the school know the condition of school facilities and infrastructure and ensures orderly and neat recording of school assets. Inventory is an activity in the form of recording, giving codes to facilities and infrastructure and making a list of items already owned by the school, namely SMP Muhammadiyah 1 Klaten. SIMAM (Muhammadiyah Asset Management Information System) is like a web used to fill out the goods inventory in Muhammadiyah schools. So, all newly purchased items are given a code from SIMAM, which the Muhammadiyah Center has set. Writing codes for tables and chairs using paint, if for electronics using stickers designed by yourself, then printed and pasted on electronic devices.

The sixth stage is maintenance. Maintenance of facilities and infrastructure is an activity carried out to manage and regulate facilities and infrastructure so that all facilities and infrastructure are not damaged and ready to be used to achieve the goals of successful organizational activities and all school programs. Important activities that require attention in management include maintenance, repair, improvement, replacement, and addition. Maintenance of facilities and infrastructure has been carried out by the person in charge, namely the Administration Staff responsible for laboratories and warehouses. The key person in charge at SMP Muhammadiyah 1 Klaten has been focused on school officials. Regular maintenance of facilities and infrastructure at SMP Muhammadiyah 1 Klaten has been implemented because there is a duty to account for the facilities and infrastructure in SMP Muhammadiyah 1 Klaten. Maintenance is carried out both in terms of time and maintenance. There are two types of maintenance, namely daily maintenance and periodic maintenance. In addition to maintenance of facilities and infrastructure, maintenance of facilities and infrastructure at SMP Muhammadiyah 1 Klaten is also carried out, which consists of continuous, periodic and preventive maintenance.

The seventh stage is abolition. Eliminating facilities and infrastructure is an activity aimed at eliminating facilities and infrastructure from the inventory list because these facilities and infrastructure are considered not functioning as expected for the benefit of implementing school activities and learning processes.

The removal of facilities and infrastructure is only devoted to damaged facilities. Other than facilities that are still feasible, they will not be removed. If something can still be repaired, it is good that the school will repair the facility. However, the damaged facility that can still be repaired is not included in the inventory list because there are already other replacement facilities. Given codes such as damaged facilities, the function is only for replacement.

Table 1. Facilities and infrastructure management

No	Facilities and Infrastructure Management	Non-Academic Performance
1	Planning through meetings by the principal and vice principal of the facilities and infrastructure department and all school administrators.	Carry out work meeting activities before the start of the new school year to produce management guidelines.
2	Procurement through providing facilities for organizational rooms and extracurricular spaces with student operational assistance funds and educational development donations.	Procurement uses funds from student operational assistance as well as educational development donations.
3	Use through the application of rules and creating a schedule for using facilities.	Make a schedule for the use of facilities so that the use of facilities and infrastructure and all facilities can be used alternately such as in extracurricular holy sites and futsal that have been maximized in use.
4	Storage by storing facilities on-site special and separate person in charge.	There are several storage stations, such as special sports warehouses, electronics such as computers and CPUs, and warehouses for cleaning facilities. Each post has its own person in charge.
5	Inventory through coding and recording assets in the Muhammadiyah Asset Management Information System.	All school facility assets, including equipment supporting non-academic achievements, are recorded and given codes in the Muhammadiyah Asset Management Information System.
6	Maintenance is done in two ways, namely daily maintenance and periodic maintenance.	Maintenance of facilities and infrastructure is carried out regularly and periodically, as well as continuous, periodic and preventive maintenance.
7	Removal by removing damaged facilities.	Removal devoted to damaged facilities is carried out by disposal.

IV.   CONCLUSION

The management of facilities and infrastructure in improving the performance of non-fields consists of several stages, namely the planning stage through meetings by the principal and vice principals of facilities and infrastructure

and all school administrators, the procurement stage through providing facilities for organizational rooms and extracurricular spaces with student operational assistance funds and educational development contributions, the use stage through the application of rules and making schedules the use of facilities, the storage stage by storing facilities in a special place and a separate person in charge, the inventory stage through coding and recording assets in the Muhammadiyah Asset Management Information System, the maintenance stage through two types, namely daily maintenance and periodic maintenance, the elimination stage by removing damaged facilities. To improve students' non-academic achievements, all school parties, especially the facilities and infrastructure department, update and provide the best non-academic infrastructure for students to provide enthusiasm and comfort in achievement.

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