

## ABSTRAK

Penelitian ini bertujuan untuk: (1) menganalisis dan mengevaluasi manajemen aset di Yayasan De Britto; (2) Mengetahui faktor apa saja yang menjadi penghambat dalam pelaksanaan manajemen aset di Yayasan De Britto; (3) memberikan alternatif solusi permasalahan manajemen aset di Yayasan De Britto.

Penelitian manajemen aset sarana dan prasarana pendidikan dilaksanakan di Yayasan De Britto unit karya SMA Kolese De Britto merupakan penelitian studi kasus yang bersifat deskriptif kualitatif. Subyek penelitian ini adalah kepala sekolah, wakil kepala sekolah bidang sarana prasarana, kepala tata usaha, dan teknisi. Teknik pengumpulan data dengan wawancara, observasi, dan dokumentasi. Uji keabsahan data dengan triangulasi metode dan triangulasi sumber. Analisis data menggunakan model *Miles dan Huberman* yaitu reduksi data, penyajian data, dan penarikan kesimpulan. Landasan teori yang mendasari penelitian ini antara lain bersumber dari Kusumastuti & Sugiyama (2017) tentang manajemen logistik organisasi public, Donaldson & Davis (1991) tentang teori stewardship dan referensi yang penulis pergunakan sebagai bahan pengayaan dalam penelitian ini.

Hasil penelitian menunjukkan: (1) dari 10 (sepuluh) tahapan manajemen aset terdapat 5 (lima) tahapan manajemen aset yang masih belum berjalan sedangkan 5 (lima) tahapan sudah berjalan akan tetapi belum optimal. (2) Faktor penghambat dalam pelaksanaan manajemen aset antara lain SOP hanya menjadi sebuah dokumen, SOP masih belum lengkap, SOP yang dimiliki belum tersosialisasi dengan baik, belum adanya deskripsi pekerjaan manajemen aset, belum adanya bagian inventarisasi seperti yang telah disebutkan dalam SOP, belum adanya sistem terintegrasi yang membantu memudahkan dalam pekerjaan dan kurangnya pemahaman dan kesadaran para pegawai akan pentingnya manajemen aset dalam pengelolaan sarana dan prasarana pendidikan. (3) alternatif solusi untuk mengatasi permasalahan manajemen aset antara lain meningkatkan kerjasama antara pihak yayasan dan sekolah, melakukan evaluasi pelaksanaan manajemen aset, menyesuaikan SOP sesuai dengan teori, sosialisasi SOP, memberikan pemahaman dan kesadaran kepada pegawai, membuat *job description* bagi pengelola aset, membentuk divisi pengelolaan aset, dan pengembangan sistem informasi manajemen aset.

Kata kunci: *manajemen aset, sarana dan prasarana pendidikan, Yayasan De Britto, SMA Kolese De Britto.*

## ABSTRACT

*This study aims to: (1) analyze and evaluate asset management at the De Britto Foundation; (2) Knowing what factors are obstacles in the implementation of asset management at the De Britto Foundation; (3) providing alternative solutions to asset management problems at the De Britto Foundation.*

*The research on asset management of educational facilities and infrastructure was carried out at the De Britto Foundation, the work unit of SMA Kolese De Britto. It was a case study research with a qualitative descriptive approach. The subjects of this study were principals, vice principals in the field of facilities and infrastructure, heads of administration, and technicians. Data collection techniques with interviews, observation, and documentation. Validity Testing in this research used method triangulation and sources triangulation. Data analysis uses the Miles and Huberman model, namely data reduction, data presentation, and drawing conclusions. The theoretical basis underlying this research, among others, came from Kusumastuti & Sugiama (2017) on logistics management of public organizations, Donaldson & Davis (1991) about stewardship theory and the references that the author uses as enrichment material in this study.*

*The results showed: (1) of the 10 (elderly) stages of asset management, there were 5 (five) stages of asset management that were did not run well, while 5 (five) stages had been running but were not yet optimal. (2) There were some inhibiting factors in the implementation of asset management such as The SOP was seen only a document, it wasn't complete yet, and it was not established well. There was no clear job description for asset management and inventory section as mentioned in the SOP. There was no integrated system that helps the work easier. Moreover, The employees were lack of understanding and awareness about the importance of asset management in the educational facilities and infrastructure field. (3) alternative solutions to overcome asset management problems include increasing cooperation between foundations and schools, evaluating the implementation of asset management, adjusting SOPs according to theory, socializing SOPs, providing understanding and awareness to employees, creating job descriptions for asset managers, forming asset management division, and asset management information system development.*

*Keywords: asset management, educational facilities and infrastructure, De Britto Foundation, SMA Kolese De Britto.*