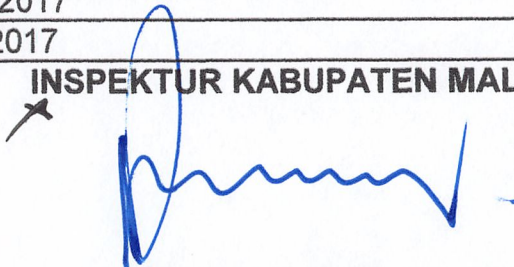




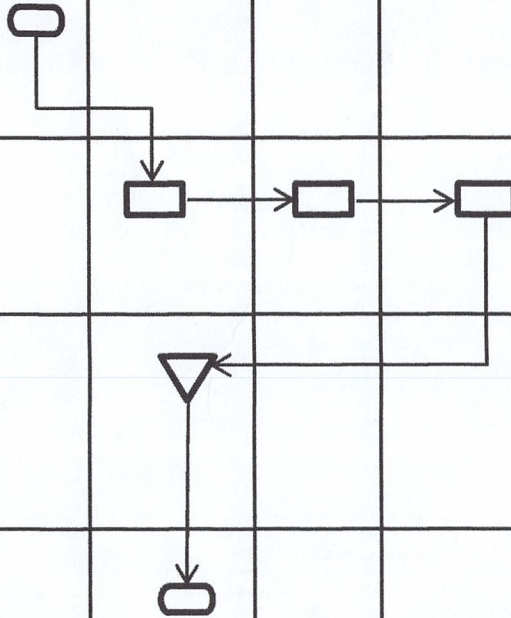
INSPEKTORAT DAERAH KABUPATEN MALANG

Nomor SOP	13 /SOP/35.07.050/2017
Tgl Pembuatan	4 Januari 2017
Tgl Revisi	5 Januari 2017
Tgl Efektif	9 Januari 2017
Disahkan oleh	INSPEKTUR KABUPATEN MALANG  Dr. TRIDIYAH MAISTUTI, SH., M.Si Pembina Utama Muda NIP. 19630518 198303 2 007
Nama SOP	KEBERSIHAN LINGKUNGAN KANTOR

Dasar Hukum <ol style="list-style-type: none">1. Undang-Undang Republik Indonesia Nomor 18 Tahun 2008 Tentang Pengelolaan Sampah;2. Peraturan Menteri Pekerjaan Umum Republik Indonesia Nomor 03/PRT/M/2013 Tentang Penyelenggaraan Prasarana Dan Sarana Persampahan Dalam Penanganan Sampah Rumah Tangga Dan Sampah Sejenis Sampah Rumah Tangga;3. Peraturan Daerah Kabupaten Malang Nomor 10 Tahun 2012 Tentang Pengelolaan Sampah;4. Peraturan Daerah Nomor 9 Tahun 2016 tentang Pembentukan dan Susunan Perangkat Daerah;5. Peraturan Bupati Malang Nomor 63 Tahun 2016 tentang Kedudukan, Susunan Organisasi, Tugas dan Fungsi, serta Tata Kerja Inspektorat.Daerah.	Kualifikasi Pelaksana <ol style="list-style-type: none">1 Memahami tugas dan bertanggungjawab;2 Memahami sesuai dengan peraturan / prosedur yang berlaku.
Keterkaitan	Peralatan / Perlengkapan <ol style="list-style-type: none">1 Sapu ijuk, sapu lidi, kemuceng, kain lap, kain pel, alat pembersih kaca, tissue;2 Obat pel, sabun cuci piring.

PROSEDUR JURNAL KERJA (kegiatan harian)

No.	Uraian Kegiatan	Pelaksana			Mutu Baku			Keterangan	
		Staf	Kasubag / Kasie	Irbn	Sekretaris	Persyaratan/ Kelengkapan	Waktu		Output
1	Mengisi lembar kegiatan harian yang sudah disiapkan selama masuk dinas oleh personil dalam satu bulan					lembar kegiatan harian yang terisi		Lembar kegiatan harian satu bulan	
2	Disusun masing-masing personil selama satu bulan (dibendel) setelah dibubuhi tanda tangan personil dan atasan langsung					Odner berisi kegiatan harian		Lembar kegiatan personil siap	
3	Diberikan pada Kasubag Umum dan Kepegawaian untuk dibendel disusun perwilayah					Odner perwilayah		Data siap per wilayah	
4	Sewaktu-waktu dibutuhkan data sudah siap					Odner berisi data lengkap		Data terkumpul	



No.	Date	Description	Particulars	Debit	Credit	Balance	Total
1		Opening Balance					
2		By Balance b/d					
3		To Balance b/d					
4		By Balance b/d					
5		To Balance b/d					
6		By Balance b/d					
7		To Balance b/d					
8		By Balance b/d					
9		To Balance b/d					
10		By Balance b/d					
11		To Balance b/d					
12		By Balance b/d					
13		To Balance b/d					
14		By Balance b/d					
15		To Balance b/d					
16		By Balance b/d					
17		To Balance b/d					
18		By Balance b/d					
19		To Balance b/d					
20		By Balance b/d					
21		To Balance b/d					
22		By Balance b/d					
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32		By Balance b/d					
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37		To Balance b/d					
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43		To Balance b/d					
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92		By Balance b/d					
93		To Balance b/d					
94		By Balance b/d					
95		To Balance b/d					
96		By Balance b/d					
97		To Balance b/d					
98		By Balance b/d					
99		To Balance b/d					
100		By Balance b/d					

TOTAL

DATE

PAGE