

LAPORAN UMUM GENERAL AFFAIR

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| **No** | **Nama Fasilitas** | **Lokasi** | **Status** | **Jadwal Pemeliharaan** | **Vendor** | **Biaya (Rp)** | **Keterangan** |
| 1 | AC Ruang Rapat | Lantai 40 | Berfungsi | 10 Feb 2026 | PT Studio Alam | 500 | Pembersihan filter |
| 2 | Lift Karyawan | Gedung M | Rusak | - | PT Muara | 2.500.000 | Sedang perbaikan |
| 3 | Toilet Umum | Lantai 37 | Rusak | 15 Feb 2026 | CV Buaya | 300 | Penggantian flush |
| 4 | Lampu Kantor | Seluruh Kantor | Sebagian Mati | 12 Feb 2026 | CV Lingkar | 150 | Penggantian lampu |
| 5 | Ruang Arsip | Lantai 17 | Berfungsi | 20 Feb 2026 | PT Semenisasi | 200 | Pembersihan dokumen lama |