

ABSTRACT

Permata Buah Batu Bandung (PBB) housing estate is a densely populated housing located in the Telkom University Area. This housing has one entrance and exit which is guarded by security officers. At the entrance and exit access there are already Automatic Doorstop (PPO) and security guards to improve security at UN housing. Automatic Doorstop (PPO) found in UN housing often dies, so it is often not used. That is because the PPO system is not yet perfect in the housing, and also the lack of maintenance on the device. Apart from the equipment side, there are also irregular PPO users, both residents and guests who enter and leave freely into the housing. Based on the existing problems, this study aims to design a Standard Operating Procedure (SOP) for the use of Automatic Doorstop devices (PPO), and also a PPO usage system for users both residents and residential guests, and also technicians from PPO devices, so that the use of PPO for access in and out of housing for the better.

To design this SOP, it is done using qualitative methods. Qualitative method is a method used to understand a problem, by conducting interviews or direct observation in the field. By using a qualitative method to design an automatic doorstop SOP on UN housing, the results of this study are SOP that can be implemented for UN housing, so that the use of PPO in UN housing becomes better and all users become more organized using PPO.

Keywords: Standard Operating Procedures