

ABSTRACT

REDESIGN OF COAL TRANSPORT SERVICES OFFICE

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Office is a term for companies that run regularly in a room, building, house, or room. One of them is a private office in the field of coal transportation services which is located in a high-rise building and is located in the center of the Jakarta SCBD office, Treasury Tower Building. This Coal Transport Service Office is based in Banjarmasin, and opened a branch office in Jakarta in 2016. The phenomenon that occurred at the Coal Transport Service Office was that this office opened its branch in Jakarta at the decision of the head office because, many clients from this office are in Jakarta. Before opening a branch office in Jakarta, the client of this office had to go to Banjarmasin to discuss the tender, this hampered projects. After opening a branch in Jakarta, the project carried out by the Coal Transport Service Office has become easier to work on.

The purpose of this office design is to create a workspace that suits each division, create a layout with a clean design and improve the state of the office that still has many shortcomings to make it more comfortable for users such as employees who work from morning to night and even work overtime in the office. In this design using the approach of human activity and behavior in accordance with the existing problems. The final result of the design of the coal transportation service office which is applied in the Suitability on office theme and the concept of Hierarchical design which has an understanding of conformity to office design by looking at the activities, activities, and positions in the office.

Keywords: Office, Activity, Conformity.