## ABSTRACT

Penitentiary is an old social institution. Its existence is in line with the formation and development of society. Therefore, the existence of this institution is very dependent on the development of society. The more developed a society, the more complex forms of correctional institutions will be. At a certain time, the meaning of Correctional Institutions was better known as a place to serve punishment for people who had violated state regulations. This understanding in turn has given birth to an understanding that the sole function of penitentiary is as a place of punishment for those who break the law. As a result, convicts are always seen as guilty and evil people.

Class IIA Correctional Institution Banceuy Bandung is located at Jalan Soekarno Hatta No. 187 A Kebon Lega Village, Bojongloa Kidul District, Bandung City, West Java Province. Has a land area of 49,825 m<sup>2</sup>, and a building area of 6,696 m<sup>2</sup>, consisting of 7 (Seven) residential blocks, with a residential capacity of 1133 people, previously located at Jalan Banceuy No. 8 London. Banceuy attached to the name of this Penitentiary because of its historical value, at that time former President Soekarno had been detained at the Banceuy Penitentiary. Within the land area of 49,825 there is a technical building measuring 822 m2 which still needs to be redesigned. The Correctional Institution is a place for fostering and management of WBP, which consists of several buildings including the main office, the head of the prison room, the meeting room and the staff room for the prison staff. However, from the results of a survey conducted, this office has narrow circulation, inadequate lighting and ventilation, unorganized spatial layout and office facilities that are not up to standard.

Based on the above, it is necessary to redesign the Banceuy class IIA penitentiary office which can facilitate and provide comfort to employees in carrying out activities

Keywords: Office, Penitentiary, standardization, facilities, Bandung