**DAFTAR ISI**

HALAMAN JUDUL........................................................................................ i ABSTRAK ....................................................................................................... ii MOTTO ........................................................................................................... iv LEMBAR PERSETUJUAN PEMBIMBING .................................................. v LEMBAR PERSETUJUAN DAN PENGESAHAN ....................................... vi LEMBAR KEASLIAN TUGAS AKHIR ........................................................ vii BIOGRAFI ....................................................................................................... viii KATA PENGANTAR ..................................................................................... ix DAFTAR ISI .................................................................................................... xi DAFTAR GAMBAR ....................................................................................... xiii DAFTAR TABEL ............................................................................................ xiv DAFTAR LAMPIRAN .................................................................................... xv

|  |  |  |
| --- | --- | --- |
| **BAB I** | **PENDAHULUAN** .......................................................................... | 1 |
|  | 1.1 Latar Belakang........................................................................... | 1 |
|  | 1.2 Identifikasi Masalah .................................................................. | 3 |
|  | 1.3 Pembatan Masalah ..................................................................... | 3 |
|  | 1.4 Perumusan Masalah ................................................................... | 3 |
|  | 1.5 Tujuan Dan Manfaat .................................................................. | 4 |
|  | 1.5.1 Tujuan Penelitian ........................................................... | 4 |
|  | 1.5.2 Manfaat Penelitian ......................................................... | 4 |
|  | 1.6 Metodologi Penelitian .............................................................. | 4 |
|  | 1.6.1 Tempat Dan Waktu Penelitian....................................... | 4 |
|  | 1.6.2 Metode dan Jenis Penelitian .......................................... | 5 |
|  | 1.6.3 Jenis Data dan Metode Pengumpulan Data ................... | 5 |
|  | 1.6.4 Metode Analisis ............................................................. | 6 |
| **BAB II** | **KAJIAN PUSTAKA** ..................................................................... | 7 |
|  | 2.1 Landasan Teori .......................................................................... | 7 |
|  | 2.1.1 Tata Ruang Kantor........................................................ | 7 |
|  | 2.1.2 Asas Tata Ruang Kantor ............................................... | 9 |
|  | 2.1.3 Prinsip Menata Ruang Kantor ...................................... | 11 |
|  | 2.1.4 Pedoman Tata Ruang Kantor........................................ | 12 |

|  |  |  |
| --- | --- | --- |
| 2.1.5 | Teknik Tata Ruang Kantor ........................................... | 13 |
| 2.1.6 | Tujuan Dan Manfaat Tata Ruang Kantor ..................... | 15 |
| 2.1.7 | Bentuk – Bentuk Tata Ruang........................................ | 16 |
| 2.1.8 | Lingkungan Fisik Kantor .............................................. | 18 |
| 2.1.9 | Pengertian Aktivitas Kerja............................................ | 22 |

2.2 Tinjauan Pustaka ....................................................................... 23

**BAB III HASIL DAN PEMBAHASAN**...................................................... 24

3.1 Gambaran Umum Prusahaan ..................................................... 24

3.1.1 Sejarah Perusahaan PT.Bank SulutGo........................... 24

3.1.2 Visi Dan Misi Perusahaan ............................................. 27

3.1.3 Bidang Usaha................................................................. 27

3.1.4 Sumber Daya Perusahaan .............................................. 33

3.1.5 Organisasi Perusahaan ................................................... 35

3.1.6 Deskripsi Tugas ............................................................. 36

3.2 Gambaran atau Deskripsi Permasalahan ................................... 38

3.3 Pembahasan .............................................................................. 38

3.3.1 Penataan Ruang Kantor Pada Manajemen Risiko PT.

Bank SulutGo .................................................................. 38

3.3.2 Pentingnya Penataan Ruang yang baik Untuk Akan

Memperlancar Aktivitas Kerja Karyawan ...................... 41

**BAB IV KESIMPULAN DAN SARAN**...................................................... 44

4.1 Kesimpulan ................................................................................ 44

4.2 Saran .......................................................................................... 44

**DAFTAR PUSTAK**