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Effectiveness of Implementation of Office Spatial Principles in the Education and Culture Office of Pangkajene Regency and Islands

Haedar Akib[1], Andi Ditha Arianasari[2], Sitti Hardiyanti Arhas[3*]
[1,2,3]Universitas Negeri Makassar
Email: hardiyantiarhas@unm.ac.id

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ABSTRACT

Spatial planning has an important role in improving the effectiveness of employee work, so that the process of employee work flow can run smoothly and well, an effective office space arrangement is needed. This study aims to find out how the application of office spatial principles in the Education and Culture Office of Pangkajene Regency and Islands and what are the supporting and inhibiting factors of office layout in the Education and Culture Office of Pangkajene Regency and Islands. The type of research used was qualitative descriptive and data collection techniques, namely observation, interviews and documentation with five informants, namely employees of the Education and Culture Office. The results showed that the indicators used were effective. The intended indicator is that the shortest distance principle is quite effective due to the placement of facilities, only a few rooms still need to be fixed or arranged properly. The principle of the work series is classified as effective because the placement of office equipment and each flow of workers has met the requirements of Standard Operating Procedures (SOP), where all work activities start from the field of integrated services, so that work can be done effectively and efficiently. The principle of using all parts of the room is quite effective because the existing room has been fully used according to the field and tree tasks and their functions. The principle of changing the composition of the workplace is classified as ineffective because there are informants stating that there is no need for changes in the arrangement because the available space is sufficient. The principle of integration of activities is classified as effective because spatial planning and equipment have unified each division. The principle of security and job satisfaction is classified as effective because it has been fulfilled in terms of spatial planning and office equipment is good at making employees comfortable, safe, and has met employee satisfaction.

INTRODUCTION

An effective and efficient office space is created through proper planning. A person or group responsible for designing office space must understand that the use of office space is a process that runs continuously following various needs and demands (Arhas, 2022). Offices that are the center of administrative activities certainly have a considerable and varied volume of work. The many types of office work require employees to carry out their work effectively and efficiently, namely working as precisely as possible without wasting a lot of energy, time, and cost to achieve optimal work results (Suprianto & Arhas, 2022; Suprianto & Suci, 2024). In a developed, modern, fast and informative life, most of the time is spent on activities carried out

indoors, therefore every part of the room must be arranged and designed properly so that room users can work quietly, peacefully, comfortably in a conducive room.

One of the supporting factors for the implementation of office work is the means of supporting the office work itself. For this reason, it takes preparation or design of supporting facilities for office work which can be referred to as office layout. Pleasant office conditions certainly provide satisfaction because it is an encouragement in carrying out all activities and of course avoids boredom that can arise as well and supports the quality of the results of the completion of work so that the company's goals are needed so that all activities in completing work become more effective and efficient (Pranama, 2020; Rahmawati et al., 2018; Sailer & McCulloh, 2012).

Office layout is one of the important things in entering a company. And it has become a human habit when paying attention to something, especially seen from the physical. This habit also applies if we pay attention to an office, then indirectly the office is required to create a good, orderly atmosphere, so that people who see get comfort, effectiveness, and efficiency in working. Office layout explains how to use space effectively and is able to provide satisfaction to employees for the work done, as well as give a deep impression to employees (Arhas et al., 2022; Lee Young S, 2010; Zerella et al., 2017). Office layout not only pays attention to the procedures for placing office equipment but also can make full use of the existing space so that each room can be used efficiently. In addition, there are several things that must be considered in office layout which include lighting, color, air, and sound in the workspace is an important part of office layout. An office layout is expected to meet the requirements of the physical environment of the office, because this is an important factor in the preparation of office layout. If the physical environment of the office can be arranged properly, it can increase comfort for employees while working.

Office spatial arrangements that are in accordance with the principles of office space arrangement can make employees complete their work well can help create a good work mechanism and mobilization process so that work effectiveness can be realized. The arrangement of office space that is not crowded and seems neat and the light color factor that suits the workspace raises the enthusiasm of employees at work. Office layout not only places equipment and equipment in an office but office layout must be used to organize and facilitate the movement of employee workflow from one room to another. An effective office space is not created by itself, but the result of proper planning A person or team responsible for designing office space must understand that the use of office space is a continuous process following various needs and demands. Each component of the work, such as the work itself, its processes, equipment, spaces, the (physical) environment around it, and its employees is an interconnected unit (coordination).

The arrangement or layout of the office space will determine the success of achieving organizational goals. An office employee at the Education and Culture Office of Pangkajene Regency and Islands were said that in doing a job in this office we are very difficult because it can be seen that the office layout is very ineffective and efficient in supporting the implementation of tasks and we can know that a good office space arrangement is very supportive of the creation of efficiency and effectiveness of office work.

METHOD

The approach used in this study is qualitative. Qualitative research methods are research methods used to examine the natural condition of objects, where researchers are the key instrument, data collection techniques are triangulated, data analysis is inductive, and qualitative research results emphasize meaning rather than generalization. Research methods are used to obtain in-depth data, a data that contains meaning hence, the use of qualitative methods in research can produce a more comprehensive study of a phenomenon and which in the way of

obtaining descends directly to the research location. The description of the focus of this study focuses on the Effectiveness of the Application of Office Spatial Principles in the Education and Culture Office of Pangkajene Regency and Islands which consists of 6 (six) indicators, namely the shortest distance principle, which is useful for faster work completion. One application of this principle is to place the ito by employees in working near their seats, the principle of work series is useful so that a good layout must place employees and office equipment according to a series that is in line with the order of completion of the work concerned, the principle of using all parts of the room is the arrangement of using all existing space completely, The principle of changing the composition of the workplace is a spatial layout that can be changed and rearranged not too difficult and requires large costs and energy., the principle of activity integration is in carrying out office activities that spatial planning and equipment must unite each division in order to create a good work environment and integrated equipment., and the principle of security and job satisfaction is for employees of equipment and office arrangement must think about security for parties involved in the office, in order to create a safe, comfortable and satisfied atmosphere so that employees can work optimally. In the study, there were 5 informants, namely employees of the Education and Culture Office of Pangkajene Regency and Islands. This data collection uses observation, interview, and documentation techniques. While the data analysis technique in this study uses an interactive model from Miles, et al. quoted by Suprianto (2024), namely data collection, data condensation, data presentation and conclusion drawing.

RESULT AND DISCUSSION

In the effectiveness of the application of office spatial principles, several indicators need to be considered, namely the principle of the shortest distance, the principle of work series, the principle of using all parts of the room, the principle of changing the composition of the workplace, the principle of integration of activities, and the principle of security and job satisfaction. The results of research conducted at the Education and Culture Office of Pangkajene Regency and Islands used observation, interview, and documentation methods. All data obtained will be presented in descriptive form or in the form of explanation. To find out how the implementation of office spatial principles in the Education and Culture Office of Pangkajene and Islands Regency and what are the supporting and inhibiting factors of office spatial planning in the Education and Culture Office of Pangkajene and Islands Regency can be seen through informant responses. For more details, it will be described in more detail based on the results of observations and interviews. For more details, we will describe in detail each focus description based on the interview results as follows:

Shortest Distance Basics

The principle of the shortest distance is the process of completing a job attempted with the shortest distance and where all placement of office tools and furniture is placed at the closest distance according to the needs and relationship of their respective functions. The shortest distance principle at the Office of the Education and Culture Office of Pangkajene Regency and Islands is classified as quite effective because of the placement of office facilities, there are still some rooms that need to be fixed or arranged properly, such as stamps should be in the field, so that the process of completing a job will not reduce the waste of time and employee energy.

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be concluded that the placement and placement of office equipment and office furniture is good, but if possible, place it as close as possible to employees to make it easier to reach, so that the completion of work is completed faster. By implementing this principle, the goal is that employees do not waste time and energy, so that all forms of office work activities can be completed properly. Based on observations at the Office of the Education and Culture Office of Pangkajene Regency and Islands that there is still a

room that lacks printing machines and stamps so that this needs to be procured so that the completion of work can be carried out optimally and employees do not need to waste time walking to complete the work.

The principle of the shortest distance is useful for faster completion of work. One application of this principle is to place the items needed by employees in working near their seats, so as to reduce waste of time and energy. This is in accordance with the view by Arhas stating that "The employee's workplace and the placement of employee office equipment are placed in the closest and shortest possible distance, so that the process of completing work can be done quickly.

Based on observations at the Office of the Education and Culture Office of Pangkajene Regency and Islands, it was found that there was still a lack of printing machines and stamps so that this needed to be procured so that the completion of work could be carried out optimally and employees did not need to waste time walking to complete the work. Based on the results of data analysis, the shortest distance principle carried out at the Office of the Education and Culture Office of Pangkajene Regency and Islands is good, but if possible office equipment and supplies are placed as close as possible to employees so that work is completed more effectively and quickly without wasting time. Factors that affect work equipment that is placed not close to the employee's seat cause employees to waste time and energy, causing fatigue for employees.

Work Network Basics

A work network principle is one that requires that employees whose arenas and workflow networks align to be located close together. In this principle, it is interrelated from the principle of the shortest distance because good spatial regulations must facilitate employees to easily reach the work tools needed. The principle of the series of work at the Office of the Education and Culture Office of Pangkajene Regency and Islands is classified as effective because the placement of office equipment and every flow of workers is in line with having to go through SOPs or commonly known as standard operating procedures where all work activities are also first through the integrated service unit, so that work Can be done effectively and efficiently

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene and Islands Regency , it can be concluded that the placement of office equipment and every flow of workers is in line with having to go through SOPs or commonly known as standard operating procedures where all work activities are also first through the integrated service unit, so that work can be done effectively and efficiently. Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be found that in every flow of workers it is in line with having to go through SOPs or commonly known as standard operating procedures where all work activities are also first through the integrated service unit, so that work can be done effectively and efficiently.

The principle of the work series is useful so that a good spatial layout must place employees and office equipment according to a series that is in line with the order of completion of the work concerned. A job must always move forward from beginning to completion. When employees need these office tools to help complete their work, they will walk forward, because they are placed at the front desk and in harmony with the employees' desks.

Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be found that in every flow of workers it is in line with having to go through SOPs or commonly known as standard operating procedures where all work activities are also first through the integrated service unit, so that work can be done effectively and efficiently. Based on the results of data analysis, the principle of the series of work carried out at the Office of the Education and Culture Office of Pangkajene Regency and Islands is in line with the SOP and all office equipment and equipment are placed in each place that is easily accessible

to employees, so that work can be carried out effectively and efficiently. Influencing factors are usually due to changes to the flow of the work completion process.

Principles Regarding the Use of All Parts of the Room

The Principle Regarding the Use of All Parts of the Room is that the principle of room arrangement will be arranged in a way that maximizes all existing parts, so that there is no empty and abandoned room here the arrangement uses fully all existing rooms. The space in question is not only in the form of floor area but also vertical space up and down. The principle regarding the use of all parts of the room in the Office of the Education and Culture Office of Pangkajene Regency and Islands is quite effective because the existing space in the office has been fully used and used according to the field and main tasks and functions because a good arrangement of office space is an arrangement using fully all existing rooms, do not leave any empty rooms that are not used, because it will cause waste and efficiency.

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene Regency and Islands, it can be concluded that the principle regarding the use of all parts of the room has been applied because the existing space in the office has been fully used and used according to the field and tupoxy because a good arrangement of office space is an arrangement using absolutely all existing rooms, do not leave any empty rooms that are not used, because it will cause waste and less efficiency. Based on observations at the Office of the Education and Culture Office of Pangkajene Regency and Islands, it was found that the space in the office was fully used and used according to the field and main tasks and functions (main duties and functions) and there was no empty room that was not used.

The principle of using all parts of the room, namely with a good office space arrangement, is the arrangement of using all existing space completely. The space in question is not only in the form of floor area (flat space) but also vertical space up and down. So, in a room there should not be an empty space. This is in accordance with the statement stated by The Liang Gie (2014), the best layout is to use all available rooms. The room is not only a floor area, but also a vertical room up and down. So it is attempted that no space is left unused".

Based on observations at the Office of the Education and Culture Office of Pangkajene Regency and the Islands, it was found that the existing room in the office was fully used and used according to the field and main tasks and functions and was not left with an empty room that was not used. Based on the results of data analysis, the principle regarding the use of all parts of the room carried out at the Office of the Education and Culture Office of Pangkajene and Islands Regency was completely Used according to the field and main tasks and functions there is no empty room. The influencing factor is usually due to the addition or reduction of employees of the department concerned so that it affects the use of space.

Basics on changing the order of the workplace

The principle of changing the composition of the workplace is that the principle of room arrangement must be arranged easily without requiring large costs or a lot of time, even though changes have been made. This principle allows if in the office there are developments in both work and employees, spatial planning can be changed easily and quickly. The principle regarding changes in the arrangement of workplaces in the Office of the Education and Culture Office of Pangkajene Regency and Islands is classified as ineffective because there are several informants stating that there is no need for room changes in the arrangement of workplaces because the available space is sufficient. Though a good office space is one that can be rearranged without requiring a lot of effort and a lot of money.

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be concluded that changes in the arrangement of workplaces and rooms in the Office of the Education and Culture Office of

Pangkajene and Islands Regency are not effective because changes in the composition of the workplace are not needed. If at the time there is an addition of employees, where the employee is placed according to his field of expertise, so that it will make the arrangement of the workplace and room seem ineffective and not in accordance with the principles of office layout. Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it was found that the principle of changing the composition of the workplace still needs to be applied so that if there is an increase in employees there is no accumulation of employees because it seems ineffective in accordance with the principles of office layout and causes discomfort for employees.

The principle of changing the layout of the workplace, a good spatial layout is a layout that can be changed and rearranged not too difficult and requires large costs and energy. So, in arranging the room, the arrangement of the workplace can be changed according to needs, then rearrange it easily and cheaply. The application of the principle of changing the composition of the workplace needs to be considered because it makes the room flexible to complete tasks. The patent arrangement of the room makes work efficiency difficult to achieve, because it cannot be changed according to needs. If the workplace is arranged with an arrangement that is easy to change, in addition to achieving work efficiency, it also prevents employees from waste because of the permanent location of the workplace arrangement.

Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it was found that the principle of changing the composition of the workplace still needs to be applied so that if there is an increase in employees, there is no accumulation of employees because it seems ineffective, not in accordance with the principles of office spatial planning and can cause inconvenience for employees in completing work. Based on the results of data analysis, the principle of changing the workplace structure carried out at the Office of the Education and Culture Office of Pangkajene Regency and Islands still needs to be applied so that employees do not get bored with the location of the workplace structure like that continuously. The influencing factors are usually because if there is a change in the composition of the workplace requires a lot of effort and a lot of costs.

Principles of Integration of activities

The principle of activity integration is the principle of activity integration related tothe actions of all employees from all divisions. This principle ensures that spatial planning and equipment must unite each division in order to create a good working environment and integrated equipment. The principle of integration of activities at the Office of the Education and Culture Office of Pangkajene Regency and Islands is classified as effective because the spatial layout and equipment have unified each division. That way the creation of a good workplace and integrated facilities, each division will have a harmonious relationship.

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be concluded that the principle of integration of activities is appropriate in carrying out office activities where spatial planning and equipment have unified every division or section in the Office of the Education and Culture Office of Pangkajene Regency and Islands in order to The creation of a good and harmonious working environment and integrated equipment. Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it was found that where the spatial layout and equipment have united each division or section in the Office of the Education and Culture Office of Pangkajene Regency and Islands in order to create a working environment that good and harmonious and integrated equipment.

The principle of activity integration is in carrying out office activities that spatial planning and equipment must unite each division in order to create a good work environment and integrated equipment. In a company, employees are required to have good human relations,

including leaders and fellow employees (Niswaty et al., 2019; Rifdan et al., 2022; Saleh & Arhas, 2024). This is done to create a harmonious working relationship so that employees will feel comfortable and focused in carrying out tasks and have a positive impact on employee performance.

Based on observations at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it was found that where the spatial layout and equipment have united every division or section in the Office of the Education and Culture Office of Pangkajene Regency and Islands in order to create a good and harmonious work environment between employees and integrated equipment. Based on the results of data analysis, the principle of integration of activities carried out at the Office of the Education and Culture Office of Pangkajene Regency and Islands has united every division or section starting from spatial planning and office equipment must unite inter- and inter-section activities in the office. The influencing factors are usually less employee interaction from all divisions even though it is known that all employees can interact well because the achievement of the office will depend on the cohesiveness of employee performance.

Principles of Job Security and Satisfaction

The principle of security and job satisfaction is in determining spatial planning factors of safety, comfort, and employee satisfaction must also be considered. Because a comfortable room can make employees feel at home for a long time in the office so they can work more optimally. The principle of job security and satisfaction at the Office of the Education and Culture Office of Pangkajene Regency and Islands is classified as effective because the principle of security and job satisfaction has been fulfilled in terms of spatial planning and office equipment is good and makes employees comfortable, safe, and has met employee satisfaction.

Based on the results of interviews with employees at the Office of the Education and Culture Office of Pangkajene Regency and Islands, it can be concluded that the principles of employee security and satisfaction have been fulfilled in terms of spatial planning and office equipment is good and makes employees comfortable, safe, and has met employee satisfaction so that employees can work optimally. Based on observations in the section at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it was found that the principles of employee safety and satisfaction have been fulfilled in terms of spatial planning and office equipment is good and makes employees comfortable, safe, and has met employee satisfaction so that employees can work optimally. Therefore , the goals of the organization or office can be maximally achieved.

The principle of security and job satisfaction is that for employees of office equipment and arrangement must think about security for the parties involved in the office, in order to create a safe, comfortable and satisfied atmosphere so that employees can work optimally. Employee job satisfaction must be created as well as possible so that employee morale, dedication, love, and discipline increase (Dharma & Akib, 2005; Hayati & Caniago, 2012; Putriana et al., 2015; Yusuf et al., 2021).

Based on observations at the Office of the Education and Culture Office of Pangkajene Regency and Islands, it was found that where the principles of employee safety and satisfaction have been fulfilled in terms of spatial planning and office equipment are good and make employees comfortable, safe, and have met employee satisfaction in the work environment so that employees can work optimally. Therefore, the goals of the organization or office can be maximally achieved. Based on the results of data analysis, the principles of employee security and satisfaction carried out at the Office of the Education and Culture Office of Pangkajene Regency and Islands have been fulfilled because in terms of a comfortable room it can make employees feel at home for a long time in the office so that they can work more optimally. Factors that affect employee satisfaction in the office are meeting the needs and comfort of the office

environment layout. Therefore, a comfortable, arranged and appropriate office environment is needed to improve the effectiveness of employee work.

CONCLUSION

Based on the results of research and discussion on the effectiveness of the application of office spatial principles at the Office of the Education and Culture Office of Pangkajene and Islands Regency, it can be concluded that the intended indicator is that the shortest distance principle is classified as quite effective because the placement of residential office facilities there are several rooms that still need to be fixed or arranged properly, the placement such as a stamp should have a field so that the process of completing a Work will not reduce the waste of time and labor of employees. The principle of the work series is classified as effective placement of office equipment and every flow of workers is in line with having to go through SOPs or commonly known as standard operating procedures where all work activities are also first through the integrated service unit, so that work can be done effectively and efficiently. The principle of using all parts of the room is quite effective because the existing space in the office has been fully used and used according to the field and its tupoxy because a good office space arrangement is an arrangement using absolutely all existing rooms, do not leave any empty room that is not used, because it will cause waste and efficiency. The principle of changing the composition of the workplace is classified as ineffective because it is effective because there are several informants stating that there is no need for changes in the arrangement of the workplace because the available space is enough. The principle of integration of activities is classified as effective because the spatial layout and equipment have united each division. That way the creation of a good workplace and integrated facilities, each division will have a harmonious relationship. The principle of job security and satisfaction is classified as effective because the principle of security and job satisfaction has been fulfilled in terms of spatial layout and office equipment is good and makes employees comfortable, safe, and has met employee satisfaction

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