

## ABSTRACT

The office is part of the organization which is the center of administrative activities and control of data and information management activities, each organization needs an office as a place of concentration of leaders and employees to carry out management activities. The Bekasi City Government established a One-Stop Integrated Investment Service Office (DPMPTSP), which is to assist the Mayor in coordinating and organizing administrative services in the area of licensing and investment. However, from the results of a field study of the Office of the Investment Office of the One Door Integrated Service (DPMSPTSP) there were still found deficiencies, namely the number of staff employees exceeded the quota so that many employees did not get their own work desks and could not accommodate employees in one room for a field . Archive storage space that has been excessive so that it cannot accommodate the capacity of archive storage and ultimately stored in the circulation of walking people, as well as the placement of space organizations that are still not well organized for public areas, such as children's play spaces adjacent to the active circulation of people passing by. For this reason, it is necessary to re-design the Bekasi One-stop Integrated Investment Service Office (DPMPTSP) Office building. So that office employees can be more comfortable in carrying out their work, such as having enough space to accommodate the employees who work and get a table in each field, have a neat archive warehouse and sufficient capacity, adequate organizational space placement so as to provide visitors comfort. in a well-directed and good public service, as well as creating a space for public spaces that will use supporting facilities so as not to be mixed with public service space.

Keywords: interior, capacity, comfort, atmosphere, circulation, security.

