



WRITTEN PLAN FOR FACILITY MAINTENANCE, IMPROVEMENT AND TECHNICAL INFRASTRUCTURE

Genesis Career College has an appropriate plan for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures) which is in use, available to employees and students, and regularly evaluated/revised.

Genesis Career College's physical plant, at the main campus and the branches, complies with all requirements, appropriate and essential for the achievement of its program objectives, which include the protection, health, safety and wellbeing of its students, faculty, staff and visitors.

Genesis Career College leases its physical facilities for all locations. Therefore, it is the responsibility of the building owner to ensure compliance with all state and/or federal codes and regulations.

The plan for the operation, maintenance and improvement of the physical plant includes consideration of elements such as personnel needs, equipment needs, and regulatory requirements. In collaboration with the Corporate Office, the Campus Director of each campus adheres to a budget. The budget is developed and modified to accommodate changing personnel needs; the need for any additional equipment to support the programs of study; and any increased need for facility and instructional supplies. Requests for supplies and equipment are processed by the Campus Director and approved by the Corporate Office.

Genesis employs a Director of Facility Maintenance to oversee the maintenance of all facilities and equipment for the main and branch campuses. Genesis outsources its janitorial services to the facility landlord or local vendors who provide a regularly scheduled deep cleaning to ensure any janitorial needs are met other than minor duties performed by students, staff and faculty. All training programs require cleaning and sanitation of work areas and equipment as part of educational objectives.

Genesis employs a Director of Technology (DOT) to oversee the technical infrastructure. The DOT is responsible for the maintenance and development of Genesis' virtual private network. Genesis technology hub is in Nashville, TN where a terminal server and supporting security devices connect the main and branch campuses. Campuses "tunnel in" to the terminal server using a secure private network through static internet protocol addresses. The information is secured by Sonic Wall firewall devices. All campuses are equipped with secure wireless networks for internet access.

Information on the server is backed up offsite nightly to ensure zero data loss. The DOT will review equipment on at least an annual basis to gauge its effectiveness and capacity. Technology systems are reviewed monthly and updates are made as needed.

This plan is reviewed by the corporate office annually. Plans are made available to students, staff and faculty, upon request.