



**WRITTEN PLAN FOR INSTRUCTIONAL EQUIPMENT
(MAINTAINING, REPLACING, DISPOSING, AND INVENTORY CONTROL)**

Provisions are made for the necessary repair, maintenance, replacement or disposal of instructional equipment and supplies. Issues with instructional equipment and supplies may be reported to the Campus Coordinator who relays the information to the Campus Director. If any maintenance, replacements, or purchases are necessary, the Campus Director will review the needs with the Chief Executive Officer. Maintenance changes or purchases are reviewed with respect to budgetary control and implemented accordingly in a timely fashion to support continuous education. The executive team maintains funds for emergency equipment purchases. Genesis has relationships with local vendors in each market to expedite the delivery of replacement equipment if necessary.

The Campus Director is responsible for maintaining an appropriate amount of equipment inventory to accommodate the student population. Inventory is assessed prior to each start date to ensure student needs are met. The Program Directors will provide feedback during each term or phase if any equipment needs to be replaced or purchased.