

## **Operation and Maintenance Plan**

### **Objective**

The objective of the operation and maintenance plan is to provide and manage a facility and infrastructure that can support the institution's current and future needs in terms of capacity as well as technological characteristics.

### **Introduction**

The institution's Main Campus is located at 1720 I (Eye) St. NW, Washington, DC 20006, occupying space on floors 2 and LL. The institution's Dupont Campus is located near Dupont Circle at 1220 19<sup>th</sup> St NW Washington DC 20036. The main location has approximately 13000 Square Feet of offices and teaching space, and is equipped with the infrastructure for networked computers and multi-media projectors, and other training tools. The Dupont Campus has approximately 7500 Square Feet of offices and teaching space. Both facilities have stairs and elevator access for use by students and employees. Both facilities are ADA compliant.

The Main facility is located near public parks and is directly across the street from Farragut West Metro station and walking distance from the Farragut North Metro station. The Dupont Campus facility is located a block from Dupont Circle Metro. At the main facility, offices are equipped with networked computers and multi-line phones. The classrooms are equipped with teacher stations that can access projectors for in-class usage. Both facilities are equipped with air-conditioned classrooms and labs, with personal computers, printers, and other multimedia teaching equipment, and with high speed Internet connections

Through its physical facilities, the institution creates and maintains an environment conducive to learning and scholarship for its students, faculty and staff. Quality facilities are vital to the institution's educational services and other aspects of its mission. The adequacy and effective management of our facility enables us to provide an environment conducive to academic development, as well as teaching and learning productivity. A significant percentage of our financial resources are invested in physical facilities as we are located in the downtown DC area. This review of the institution's physical facilities include the following:

## **Personnel**

The IT department is responsible for implementation of the operation and maintenance plan. This department is responsible for ensuring the institution is adhering to federal, state, and local rules and regulations. Employees and students have access to the operation and maintenance plan for review purposes. This plan is available on the shared drive and/or the school website.

## **Repair & Maintenance of Equipment and Supplies**

Repair, maintenance and/or replacement of equipment and supplies follows the general provisions for the repairs and maintenance, procurement or update of all other equipment and supplies used within the institution. The IT Department is responsible for the maintenance and repair of the computers, equipment and supplies in offices and classrooms as well as the Internet availability and access to online resources. The update of the equipment or material is initiated through the review cycle and follows the standard institutional purchasing procedures (preparation of Requests for Purchases, issuance of Purchase Orders (PO), obtaining approvals, placing orders with vendors, etc.).

## **Relevant State Laws and Federal Codes and Procedures**

In accordance with our eligibility agreement with the U.S. Department of Education and Title IV program, we adhere to all federal codes and procedures. In accordance with our state licensure, we adhere to all state and local laws pertaining to our operation and maintenance plan. The institution has an established written policy and procedure in administering the Title IV student assistance program, as required by federal regulations. The institution also reports all incidents on an annual basis in accordance with the health and safety plan of the institution. The institution only disburses financial aid funds to students who are enrolled and engaged in coursework. The institution ensures that students are actually enrolled through constant confirmation of student attendance and engagement in classes. In addition, faculty members report students for non-attendance/non-participation/non-engagement through the class roll.

## **Description and Assessment of Physical Facilities**

Both of our facilities, the Main Campus and the Dupont Campus locations, are full-service leased facilities. All repairs and maintenance are the responsibility of the Landlord at their cost.

Similarly, daily cleaning and trash removal is done by third-party contractors under the Landlord supervision and authority. Utilities are included in our rent, with prorated annual taxed and maintenance being charged to all Tenants in the building.

### **Existing Facility Infrastructure**

The Main campus facility is comprised of office spaces, classrooms and medical and computer labs, break rooms, copy room, media room, and lobby areas. The facility is fully networked with WIFI availability. The Dupont Campus facility has more classrooms and labs than offices.

The institution's policies and procedures relative to planning, acquisition, allocation, maintenance and renovation of physical facilities are mostly informal. Planning for renovation and maintenance are managed by the CEO in coordination with the Landlord. Major renovations at both facilities has been performed between the Lease signing date and the Occupancy date.

### **Instructional Equipment Inventory**

The instructional equipment inventory is kept on the server. Campus Director or a designee in the IT department is responsible for maintenance of the equipment and appropriate upgrade. The inventory includes computational and instructional supplies and equipment and can be used by both the employees and students to aid with educational learning. The institution has instructional equipment and supplies for both the allied health and computer programs.

### **Instructional Equipment and Instructional Supplies**

The instructional equipment and supplies within the institution can be used by both the employees and students to aid with educational learning. The college has instructional equipment and supplies for both the allied health and computer programs. The acquisition and maintenance support for these equipment are similar to the acquisition and maintenance of general equipment used by the institution to support its operations.

### **Preventative Maintenance**

The emphasis of preventative maintenance is to ensure continuity of resources for smooth operation of school across different departments. This strategy is preventive rather than reactive.

A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of high cost and unpredictable repairs caused by reactive maintenance. Prospect College monitors the condition of its computers, equipment and furniture and has a general policy of replacement as they become old or unusable. This also helps maintain a safe operating condition for all employees, students and visitors.

The upper management reviews the institution's maintenance practices to identify areas of improvement. This assures optimum benefits from the scheduled inspections. The purpose is for early detection of malfunctioning equipment, thereby acting to prevent catastrophic failures or system unavailability. Upper management and the CEO will evaluate the maintenance needs against the available budget and make proper planning for availability of funds.

#### **Authorize, Direct, and Control Maintenance Activities and Costs**

The upper management designates the staff member for carrying on the duties to conduct the preventative maintenance. The staff member is responsible for developing a schedule and ensuring that all activities are completed in a timely manner and consistent with the manufacturers (where applicable) or other related requirements.

#### **Identify, Track, and Record Maintenance Activities and Costs**

Prospect College uses a system of manual and computerized forms and reports to perform preventative maintenance and repairs. These forms include:

- Purchase Orders (PO)
- Returns Authorization Forms
- Parts Requests ; Vendor Contacts
- Warranty Information

After a piece of equipment is identified for repair by outside vendors, a work order is prepared that describes the work to be done. Purchasing material for the equipment will be reviewed to determine factory warranty. If the repair is determined to be covered under the warranty, then the vendor is contacted to obtain further instructions.

### **Process to Oversee Work Performed by Contractors**

Prospect College may opt to contract with a private repair company for equipment that cannot be handled internally.

### **Replacement of Failed Components / Return to Vendor**

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is provided to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor for replacement. Prospect College retains copy of the warranty claim form for tracking purposes.

### **Asset Management and Inventory**

At the present time, Prospect College does not have a formal Asset Management system. However the inventory of equipment, furniture and computers are available on the server for replacement and/or ordering purposes.

### **Replacement and Disposal of Obsolete Equipment Plan**

The institution follows equipment disposal regulations of the local, state, and federal government such as strict guidelines on the proper disposal of batteries. For heavy equipment removal, an authorized local contractor is called in to properly dispose of equipment.

### **Emergency Equipment and Technical Support**

In cases where equipment failure impacts the ongoing educational delivery of the institution's programs, the school shall maintain an adequate level of redundant equipment and material. If no redundancy exists, then a local contractor will be contacted for same-day service at escalated cost. The institution already maintains relationships with several local vendors for emergency services. Emergency purchases can be authorized for overnight shipment to prevent disruption to instructional services and operations.

### **Availability of Equipment and Supplies for Educational Delivery**

The institution maintains relevant and up-to-date equipment to ensure that its educational services are delivered effectively and efficiently at each campus. Multimedia equipment, as well

as modern networked environments are established to provide the needed flexibility for students' learning experience. In particular, the computers are designed to maintain configurations to allow student to work from different workstations without losing their work.

### **Safety Standards**

The institution procures standard equipment and instructional supplies approved for use by respective regulatory agencies such as the UL Laboratories for the electrical equipment. Other standards as applied to the medical equipment (such as OSHA safety standards and use approvals) are observed when procuring such equipment. Best practices are followed in terms of positioning of the equipment in the lab or classroom to reduce the risk of fire or injury to staff and students.