

## **Plan for Ongoing Operation and Maintenance of Physical Facilities and Technical Infrastructure**

Falcon and Institute of Health and Science ensures the ongoing operation and maintenance of its physical facility and technical infrastructure.

The following plan will be used to ensure the ongoing operation and maintenance of its physical facility.

- The building has been secured with a lease agreement which clearly identifies the responsibility of the Barrow Street, LLC, as well as the responsibility of Falcon Institute.

The Barrow Street, LLC, will be responsible for real estate taxes, property and building insurance, maintenance of roof, outside walls and structural parts of the building. The proof of this responsibility will be found on the signed, up to date, commercial lease agreement.

- Falcon Institute of Health and Science will be responsible for cleaning and to maintain liability insurance.
- The Business Director of the Falcon Institute of Health and Science will be responsible to assure that Falcon Institute of Health and Science is in compliance with relevant state laws.
- The Property Manager from the Barrow Street, LLC, is responsible to assure that compliance to state laws and federal codes are maintained.
- The Barrow Street, LLC, is responsible to purchase and utilize any equipment and supplies needed in order to fulfill their responsibilities for the maintenance and operation of the building.
- All additional supplies and equipment needed for the day to day operation of the school will be the responsibility of the CEO of the Falcon Institute of Health and Science.
- The Business Director of the Falcon Institute of Health and Science will assure to stay in compliance with City of Bethlehem requirements.
- The Barrow Street, LLC, and will assure that Permit of Occupancy is kept up to date. This certifies that the building has been inspected and found in compliance with the PA Uniform Construction Code, Building Article #1701, Section 403.46, in the City of Bethlehem, PA. Falcon Institute of Health and Science will pay all city taxes and will remain in compliance with all requirements of their Bethlehem City Business License. The proof that this responsibility has been maintained will

be found on the current Permit of Occupancy and the Bethlehem City Business License.

The following plan will be used to ensure the ongoing operation and maintenance of its technical infrastructure.

- Students will be provided with a laptop computer with access to high speed internet for use during ATI practice, proctor testing and research. The use of this technology assists the students gain critical thinking skills and a comprehensive nursing knowledge base needed to be a great nurse and assist them in preparing the for the state competency exam. The Business Director will be responsible for providing lap tops and high speed internet service.
- Projectors will be provided in each classroom for video, and PowerPoint presentations will be given to provide an enhanced learning experience for the students. The Business Director will be responsible for providing the projectors and the instructors will be responsible for providing the videos and power point presentations.
- The student laptops will be connected to a dedicated router to provide the best service and fastest internet speed, in order to provide unimpeded progress. The Business Director will be responsible to ensure that there is a dedicated router to provide the best server and fastest internet speed.
- A printer and copier will be available for students to use between the hours of 9:00am to 3:00pm in the admissions office from Monday through Friday.

The Administrative staff will be responsible for providing a printer and copier that will be available for students to use between the hours of 9:00am to 3:00pm in the admissions office from Monday through Friday.

- A virtual library will be available to all students through the laptops, which will provide another tool to help students achieve their academic goals in an unobstructed learning environment.

The Business Director will be responsible for providing a virtual library that will be available to all students through the laptops.

This plan will be made available to all students and employees as it will be posted on the school notice board in the library.

The plan will be annually regularly evaluated and revised at the Institutional Annual Advisory Board Meeting.