



Oak Brook Main Campus
2625 Butterfield Road, Suite 102E
Oak Brook, IL 60523
Phone : (630) 705-9999 Fax: (630) 705-1422
E-mail: inquiry@vervecollege.edu

Chicago Non-Main Campus (Extension)
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Physical Facilities and Technical Infrastructure Plan (2021)



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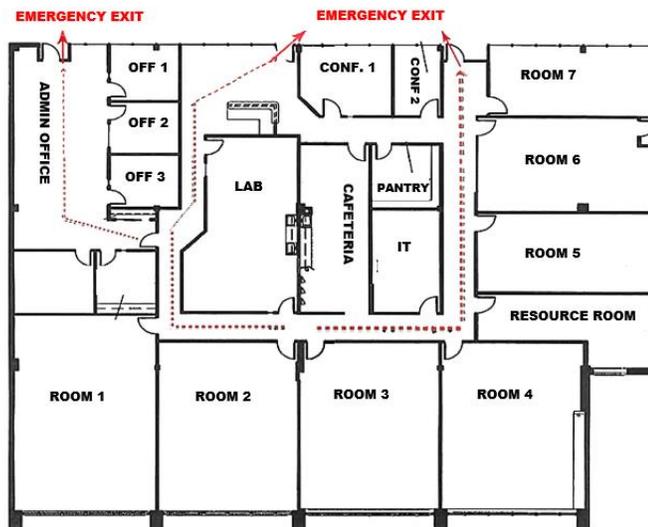
Introduction

Overall, Verve College strives for excellence in everything it does. Moreover, Verve College operates and maintains proper physical facilities with an appropriate technical infrastructure. More importantly, it is critical that all the students that attend Verve College find themselves in an appropriate setting to learn and gain new knowledge, while feeling safe and comfortable.

Verve College Campus Facilities Overview

Verve College is a nationally accredited institution residing in Illinois with approximately 150 to 200 students. The main campus is located in Oak Brook, Illinois and the campus extension is located in downtown Chicago, Illinois. More specifically, the Oak Brook campus is 11,075 sq. ft. and the Chicago campus extension is 4,674 sq. ft. Also, please find an image of the floor plan for each campus below:

Oak Brook Main Campus Floor Map

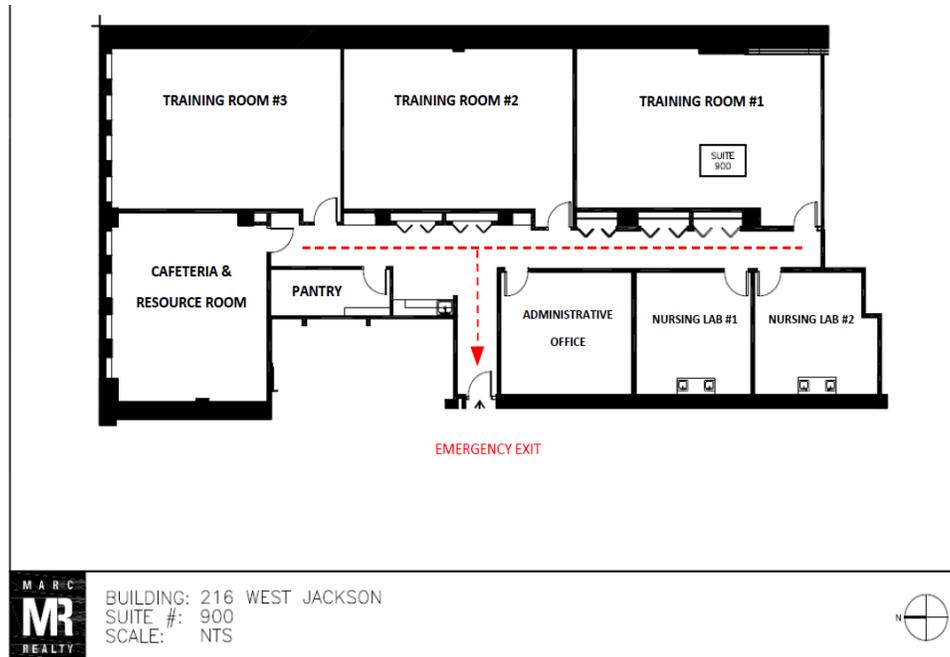




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Chicago Campus Extension Floor Map



Verve College Operation and Maintenance Plan of Facilities

First, it important to mention that Verve College is in compliance with all policies administered by Council of Occupational Education, Accrediting Bureau of Health Education Schools, Illinois Board of Higher Education, and Illinois Department of Financial and Professional Regulation. Moreover, Verve College is leasing a space in an Office Building owned by NAI Hiffman, located in Oak Brook, IL, who helps us maintain the heating, air conditioning and ventilation systems, surfaces, landscaping, electrical and plumbing systems, parking areas, etc. Similarly, in Chicago, IL, Verve College is leasing a space in an Office Building owned by Marc Realty, who helps Verve College maintain the heating, air conditioning and ventilation systems, surfaces, landscaping, electrical and plumbing systems, parking areas, etc. Furthermore, if an issue arises, a Verve College staff member submits a ticket to NAI Hiffman or Marc Realty, depending on the location and one of its technicians comes out to the suite and addresses the problem. Overall, Verve College abides by the state laws and federal codes that NAI Hiffman and Marc Realty adhere to.



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Additionally, Verve College faculty and staff help in the maintenance of classrooms. After each class, instructors clean the whiteboards and at the start of each day, a Verve College staff member is assigned to clean the whiteboards in each classroom, while restocking dry erase markers and paper towel accordingly. Lastly, the technology and computers are regularly checked at Verve College. More specifically, Enrique Aguilera (Financial Aid Advisor) and Ash Bindra (Operations Manager) every other week restart and update computers as needed, while making sure the surround sound and speakers are working in each classroom.

The main campus at the Oak brook has contracted with an outside custodial service for the weekend to ensure the campus is cleaned and maintained on the weekends. Our Chicago staff, with the assistance of instructors, is responsible for maintaining the locations upkeep on the weekend.

Any interior painting required and shampooing of the carpet at both locations is maintained by outside contractors and School administration is responsible for engaging them maintaining the upkeep.

Monthly inventory is done by accounting staff of the supplies needed. The list ranges from cleaning supplies to books. Based on the inventory and present need, orders are placed after they are approved by the Operating Manager. Based on the enrollment and count of student body teaching aids, resources, books etc. are ordered.

Monthly inventory and checks for proper functioning of the Lab Equipment is done on monthly basis by our Clinical and Lab Manager at both locations. He / She initiates the requisition order for any supplies or equipment needed.

Verve College operates and maintains any and all applicable local, state and federal codes and procedures. More specifically, fire extinguishers are checked and updated annually and fire inspections are performed annually by the village to ensure all state and federal regulation codes are met.



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Evaluation

An evaluation of the Operation and Maintenance Plan will be on an ongoing basis by Administration. Administration will make changes to the plan and assignments of personnel or contracted services if found necessary. The plan is available to staff, faculty and students.