



 Policies

Physical Facilities, Operations, and Maintenance Policy

Standards for the Safety, Functionality, and Upkeep of Institutional Facilities

Prepared by  Brian L. Lewis-Hardy, SVP, Compliance & Accreditation

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PURPOSE	The purpose of this policy is to establish standards for the operation, maintenance, and safety of all physical facilities to ensure a functional, secure, and accessible learning environment at Intellectual Point.
RESPONSIBLE AUTHORITY	The Chief Operations Officer is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by facilities management personnel and administrative staff responsible for daily operations and infrastructure upkeep.
APPLICABILITY	This policy applies to all campus buildings, instructional spaces, equipment, and support facilities operated by Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence to ACCSC Standards

It is Intellectual Point commitment to adhere to ACCSC standards for Physical Facilities:

- All facilities owned or controlled for administrative, instructional, and housing purposes must meet fire, safety, and sanitation standards required by appropriate regulatory authorities.
- The school physical facilities must be sufficient to create an effective and suitable learning environment (e.g., size, resources, safety, etc.).

2. Physical Facilities

FACILITIES & EQUIPMENT

The Intellectual Point main corporate office is located at 46175 Westlake Drive, Suite 250, Sterling, VA 20165. Intellectual Point's primary campus (IAD1) is located in Sterling, VA at 46175 Westlake Drive, Sterling, VA 20165. Intellectual Point in addition operates a satellite campus (IAD2) in Reston, VA at 1984 Isaac Newton Sq W, Reston, VA 20190. Hours of operation are from 8 am to 11 pm. All classrooms are furnished with the latest state-of-the-art equipment and furniture. Dedicated Power, High Speed WiFi, & Coffee are available to students at no additional cost. All campus tags (e.g. IAD) are based on the nearest airport.

Intellectual Point is a smoke-free environment. For those that smoke, designated smoking areas are located outside our training facilities.

The following is a full accounting of each of the school's facilities as of May 1, 2025.

Main Campus - Sterling, VA

Intellectual Point's primary training campus (IAD1) is located at 46175 Westlake Drive, Sterling, VA 20165. The facility occupies approximately 6,400 square feet of space and is in the heart of Northern Virginia and the Dulles Corridor, with ample parking for students, and is compliant with Section 504 of the Rehabilitation Act, with ADA accessibility.



Campus Address	46175 Westlake Drive, Sterling, VA 20165
Total Square Footage	6,500 Sq. Ft.
Number of Classrooms	3 Classrooms
Stations in Classroom (IAD1-A-C100)	32 Students
Stations in Classroom (IAD1-B-C100)	35 Students
Stations in Classroom (IAD1-B-C200)	10 Students
Testing Area Description	10 Testing Stations → Pearson VUE, Kryterion, & CLEP Authorized Testing Facility
Administrative Area Description	4 Enclosed Offices 2 Kitchenette/Break Areas 1 Reception Area 1 Studio Space

This campus consists of three full-time designated classrooms, wired for full audio-visual technology for distance learning and instructor interaction with students on campus and off campus, irrespective of the instructor's location; Please refer to the [Residency Definition](#) for additional information regarding the space.

Satellite Campus - Reston, VA

Intellectual Point operates a satellite campus (IAD2) located at 1984 Isaac Newton Sq W, Reston, VA 20190. This campus is approved by SCHEV under the Main Campus License. This state-of-the-art classroom hosts seating for faculty and staff with a maximum capacity of 50 persons. The classroom contains individual desktop computers with double monitors, an advanced display system which serves as smart boards and monitors. It is equipped with advanced audio-visual technology for distance learning interaction and active speaker engagement with the classroom students.



Campus Address	1984 Isaac Newton Sq W, Reston, VA 20190
Total Square Footage	2,600 Sq. Ft.
Number of Classrooms	1 Classrooms
Stations in Classroom (IAD2-A-C100)	48 Students
Testing Area Description	48 Mobile Testing Stations (Laptops) → Pearson VUE, Kryterion, & CLEP Authorized Testing Facility
Administrative Area Description	1 Enclosed Back Office 1 Kitchenette/Break Areas 1 Lounge/Networking Space

This campus consists of one full-time designated classroom, wired for full audio-visual technology for distance learning and instructor interaction with students on campus and off campus, irrespective of the instructor's location; Please refer to the [Residency Definition](#) for additional information regarding the space.

STUDENT BREAK & STUDY AREAS

Intellectual Point has designated areas within the facility and satellite site for students to take breaks and or study outside of standard instructor-led instruction. When in these areas, students are expected to conduct themselves in a quiet, respectful manner, and keep the student areas clean as it was found. Students take full responsibility for all their belongings while in the facility. Intellectual Point is not responsible for lost/stolen property while on site.

All Intellectual Point student spaces are equipped with secure wireless access (wi-fi). Access may be limited during instructional time at the discretion of the instructor to ensure focus on the instructor-led training being provided. Please reference the student conduct policy which includes misuse of the facilities or systems thereof, which includes the internet.

LEARNING RESOURCE SYSTEM

It is Intellectual Point's commitment to ensure faculty and students are provided with sufficient, accessible, and appropriate learning resources and materials. Our learning resource system includes all materials that support a student's educational experience and enhance a school's educational program such as libraries; texts, electronic resources; learning resources, and laboratories; computers; internet access; and other similar resources and equipment. The Intellectual Point Learning Resource System is available through the Learn Portal available through MyIP LMS.

Students receive an orientation through the onboarding experience prior to the start of class. The Learning Resource System Support Team is available to students and faculty during school business hours through the Learning Portal. For students who have questions, the learning resource support team can be contacted at info@intellectualpoint.com.

3. Technical Infrastructure

Admissions personnel acknowledge this and all other admissions policies by signing the Admissions Policies and Practices Acknowledgement Form after completing the New Admissions Personnel Orientation and Training Session. Intellectual Point understands the criticality of technology infrastructure in today's business and education. Intellectual Point's technical infrastructure and contracted services include:

- Internet Services
- Computers
- Software and Applications for operations and instruction
- Printers
- Services and Contracts (including maintenance and warranties)

SECURITY

- **Building:** The school's campuses are monitored with a security system and are locked outside of business hours. The building is equipped with a fire alarm system and extinguishers.
- **Cameras:** The school camera system monitors and records on a permanent basis all activities.
- **Staff Computers:** All computers are password protected.
- **Electronic Student Information:** Student electronic information is securely stored on password protected and automatically backup secured homegrown network infrastructure.
- **Staff and Faculty Records:** Staff and faculty records are maintained in a locked fire-proof cabinet and on a secured compliance network drive within the Internal Software System (Monday).

PERSONNEL FOR SCHOOL'S DAILY OPERATION

Administrative personnel are in charge of the school's daily operation. They conduct their duties according to their job descriptions and are supervised by the Chief Operating Officer. The institute's physical facilities and technical infrastructure are a responsibility of all employees, as their daily use impacts their maintenance. Institute personnel are encouraged to report any maintenance or hazards to be dealt immediately. All requests are directed to the Chief Operating Officer.

PERSONNEL FOR SCHOOL'S MAINTENANCE

The school's physical facilities are maintained by the owners, and by contracted personnel depending on the project. Maintenance is coordinated by the Chief Operating Officer or Chief Executive Officer.

EQUIPMENT AND SUPPLIES

Supplies and equipment necessary for the institute operation as well as for instruction are maintained with the utmost standards for safety and available to personnel and students.

The following inventories are conducted annually and presented at the Faculty Annual Program Evaluation, annual Program Advisory Committee meeting, and at one of the Institutional Assessment and Improvement Plan meetings:

- Equipment
- Supplies
- Technical Infrastructure, software, applications, and services

Suggestions and improvement are taken into consideration and decisions made as appropriate for disposal, replacements, and or purchases.

REPAIR AND MAINTENANCE PROVISIONS

Expenses for equipment repair, maintenance, replacement are included in the budget allocated to this plan. Such requests are to be made directly to the Chief Financial Officer and will be dealt with accordingly.

EQUIPMENT MAINTENANCE

The equipment, resources, and library are the responsibility of the Senior Vice President of Software Engineering who coordinates any repairs, purchases, or updates required.

STATE AND FEDERAL CODES AND PROCEDURES

Intellectual Point adheres to Federal and State Codes and Procedures. The institution is in compliance as proof for the yearly inspection reports and renewal of business permits.

EVALUATION BY COUNTY AND FIRE INSPECTIONS - STATE AND FEDERAL REGULATIONS, STATE CODES

On an annual basis, the adequacy of facilities and safety is evaluated by county and city inspectors that grant a renewed permit on a non-finding basis.

ACCIDENT AND INCIDENT REPORTS

Accident and Incident reports are considered at the time of evaluating the effectiveness of the Physical Facilities Operations and Maintenance Plan. Accidents and incidents procedures follow the guidelines included in the Health, Safety, and Emergency Preparedness Plan.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Management." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.