

BRANCH ESTABLISHMENT INSPECTION REPORT

License #:	Phone #:
Establishment Name:	
Address:	
City/State/Zip	
Manager's Name:	

Standard Requirements:

Documents:	Met	Not Met
1 Current license of establishment posted.		
2 Current license of the manager and all licensed embalmers, registered apprentices, licensed funeral directors and licensed funeral directors and embalmers employed by the funeral establishment posted.		
3 A sign with the name of the current or proposed establishment. The sign must be located on or at the front of the building in a position where it clearly is visible and legible from the outside of the building OR provide documentation that it is on order.		
4 If funeral arrangements are made at the branch location, copies of written statements containing a list of principal services and furnishings to be supplied by the funeral director or funeral director and embalmer for the preparation and burial or cremation of a deceased body (i.e., general price list).		
Comments:		
Must have 3 of 4 to pass		

Physical Structure:	Met	Not Met
1 The physical structure must be maintained to ensure safety of the public.		
2 Adequate ventilation.		
3 Adequate lighting to maintain public safety.		
4 If viewing of the deceased body is provided at the branch location, the viewing room(s) must have floor to ceiling walls on all sides.		
Comments:		
Must have 3 of 4 to pass		

Casket Selection Area:	Met	Not Met
1 If the branch establishment has a casket selection area, the area may include a catalogue or electronic media for ordering caskets or have sample caskets displayed.		
Comments:		
Must have 1 of 1 to pass		

INSPECTION SCORING: To achieve a satisfactory rating, you must have a 90% on each of the applicable inspection areas Practice or operation without a license will result in an automatic unsatisfactory rating.

<p>INSPECTION RATING:</p> <p><input type="checkbox"/> SATISFACTORY</p> <p><input type="checkbox"/> UNSATISFACTORY</p> <p>Corrections due: _____ (date)</p>	<p>SIGNATURES:</p> <p>Signature of Inspector _____</p> <p>Date of Inspection _____</p> <p>Signature of Manager _____</p>
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