

EXAMPLE OF MORTUARY BRANCH ESTABLISHMENT INSPECTION FORM FOR REFERENCE ONLY

APPLICANT DOES NOT FILL OUT THIS FORM – INSPECTION WILL BE CONDUCTED BY INSPECTOR AND RESULTS WILL BE FILED BY THE INSPECTOR

If the branch establishment does not have a preparation room or visitation room then those questions are not applicable.

Check List Item	Status	Comments
Is License Current?		
Is license displayed?		
Does facility have a suitable room for viewing?		
Does facility have a preparation room?		
Is facility in clean and sanitary condition?		
Are there any unnecessary articles in the preparation room?		
Is the floor made of an impervious material.		
Is City sewage, waste and drainage disposal used?		
Is Septic Tank waste and drainage disposal used?		
Do doors and windows obstruct view from outside?		
Does facility have proper ventilation?		
How are sinks, tables, hoppers and instruments disinfected		
Is room marked to avoid unauthorized persons entering?		
How are contaminated wastes disposed?		
Is there a container for used sharps?		
Does the current address, phone number and "Board of Funeral		
Does disclosure form meet Board requirements?		
DPHHS, Conditions under which embalming is required?		
FTC, "Except....burial;"		
Is there a Casket list price?		
Is there an Outer Burial Container price list?		
Statement of Funeral Goods and Services Selected?		

Statement of Funeral Goods and Services maintained for three years?		
Is general price list available to the public?		
Where is the merchandise price list?		
Are casket prices explanatory of casket cost only?		
Do casket prices include costs for the casket plus services?		
Are past copies of disclosure records kept in the business office?		
List all licensed personnel and a description of their duties.		
List all unlicensed personnel and a description of their duties.		
Was the facility manager present for the inspection?		
Additional Comments		

Mortuary & Branch Inspection Form - EXAMPLE -