

Licensure Unit
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FUNERAL ESTABLISHMENT SELF INSPECTION REPORT

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

SECTION A: Licensees Employed in Funeral Establishment
 (list the license # of each employee)

| Print the Names of the Employees Who Provide Funeral Directing and Embalming at this Location (including apprentices): | Funeral Director and Embalmer | Apprentice | Funeral Director ONLY | Embalmer ONLY |
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SECTION B: Self-Inspection Date and Signature

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| Date of Inspection _____ |
| Signature of Manager _____ |

SECTION C: Inspection

Check YES, if you meet the regulation and No if you do not meet the regulation, If you mark NO, you must provide an explanation.

| # | Regulation | Requirement | Yes | No (If marked no, you must provide an explanation) |
|---|--|--|-----|---|
| 1 | 010 DOCUMENTS | Copies of the following must be posted or available in establishments: | | |
| | | Posted: The following must be posted for public viewing: (A) The current establishment license; (B) The current license of the manager and all embalmers, apprentices, funeral directors and funeral directors and embalmers employed by the establishment; and (C) A sign containing the name of the 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. | | |
| | | Available: If funeral arrangements are made, written statements containing a list of principal services and furnishings to be supplied by the funeral director and embalmer for the preparation and burial or cremation of a dead human body, including a general price list must be provided to the customer. | | |
| 2 | 008.01 PHYSICAL STRUCTURE | The physical structure must be maintained to ensure safety of the public and to ensure compliance with the equipment and sanitation requirements | | |
| 3 | 008.01(A) CONDUCTING FUNERAL SERVICES | Conducting Funeral Services: If services will include conducting funeral services for dead human bodies, the funeral establishment must have room(s) for: (1) Counseling families or next of kin; (2) Conducting the funeral service; and (3) Viewing the deceased. | | |
| | | The room(s) must have floor to ceiling walls on all sides, and must be either a part of the funeral establishment or located at a licensed branch establishment, which is within a reasonable distance of the funeral establishment. | | |
| | | The room(s): (1) Must have space for public seating; (2) Must have space for viewing the dead human body; and (3) May have an adjacent area for cosmetic services and dressing of the deceased body for viewing purposes. | | |
| | | A casket selection area, which has either a catalogue or electronic media for ordering caskets, or has sample caskets displayed. | | |
| | | Motor vehicles, such as, but not limited to: funeral coach, sedans and vans. | | |
| | | A general price list (GPL). | | |
| 4 | 008.01(B) PREPARATION FOR FINAL DISPOSITION 008.01(B)(i) PREPARATION ROOM | Preparation for Final Disposition: If services include preparation for burial, disposition or cremation, the funeral establishment must include: | | |
| | | A preparation room for preparing dead human bodies for burial or other final disposition which has floor to ceiling walls on all sides that are cleanable, such as tile or other suitable hard surfaces, and ventilation that meets the Occupational Safety and Health Administration (OSHA) requirements. The preparation room must be clean and sanitary and contain equipment necessary for preparation of dead human bodies. | | |
| 5 | 008.01(B)(ii) MATERIALS OR SUPPLIES | MATERIALS OR SUPPLIES. Materials or supplies which come in contact with a dead human body must not be used more than once without being first completely cleansed, disinfected, and then laundered. | | |
| 6 | 008.01(B)(iii) BIO-WASTE MATERIALS | Bandages, cotton, and other bio-waste materials that have been in contact with bodily fluids must be destroyed or placed in the bio-waste receptacle for removal by a waste removal service immediately at the conclusion of each case. | | |
| 7 | 008.01(B)(iv) EQUIPMENT WITHIN A MOTOR VEHICLE | All equipment within a motor vehicle used for the transportation of deceased persons, which comes in contact with a deceased person, must be thoroughly disinfected immediately at the conclusion of each instance of transportation. | | |