



FUNERAL ESTABLISHMENT INSPECTION REPORT

BOARD OF FUNERAL SERVICE EXAMINERS
 179 SUMMERS STREET, SUITE 319
 CHARLESTON, WV 25301

Date
Time In
Time Out

License # _____ Type (M/B): _____
 Establishment: _____
 DBA _____
 Location: _____

Inspection Month: _____
 Phone _____
 County: _____
 Licensee in charge: _____

Previous Inspection Dates: _____

Inspection Comments: _____

Last Inspection Violations

General: «Chapter30» Price Lists: «FTC» ADA: «ADA» OSHA: «OSHA» Medical Waste:

section	Area/Question	Compliance		
		Y	N	N/A
General				
30-6-19	1. Current funeral establishment license displayed?			
30-6-19	2. License of the Licensee-In-Charge displayed?			
30-6-19	3. Name of LIC appear on stationery, price lists, & ads?			
6-1-13	4. Public restrooms?			
6-1-13	5. Chapel or other room for conducting services?			
6-1-13	6. Office Space for the arrangements conference?			
6-1-12	8. Building maintained as clean, safe, & sanitary?			
6-1-27	9. Records maintained? (cremation, regular, unclaimed)			
6-1-22	10. Written procedure for identifying and tracking bodies from arrival through departure?			
6-1-23	11. Written Permission to Cremate?			
6-1-23	11(a). Decedent's Identity?			
6-1-23	11(b). Person authorizing cremation?			
6-1-23	11(c). Relationship of person in 1(b)?			
6-1-23	11(d). Person claiming cremated remains?			
6-1-6.3	12. Does the facility permit viewing of unembalmed bodies?			
6-1-6.3	12(a). If the answer to 2 is YES, does the facility have a written disclosure for possible hazards of such viewing?			
6-1-23	13. Does the facility bury unclaimed cremated remains in a manner which makes their recovery limited?			
6-1-23	13(a). If the answer to 8 is YES, does the facility disclose this during the arrangement conference IN WRITING?			
6-1-9	14. Do at least 2 pieces of printed advertisement meet the minimum advertising requirements?			
Preparation Room (Required for all main facilities and branch facilities more than 60 miles away)				
6-1-13	1. Is facility required to have prep room?			
6-1-13	2. Does facility have a prep room?			
6-1-13	3. Is the prep room on-site?			
6-1-13	3(a). If off-site, is the prep room within 5 miles?			
6-1-13	4. Is the prep room closed to public? (including deliveries)			
6-1-12	5. Prep room maintained as clean, safe, & sanitary?			
6-1-12	6. Prep room equipment clean, safe, & sanitary?			
6-1-13	7. Walls/floors free of cracks, holes, etc.?			
6-1-13	8. Sanitary flooring? Type _____			

6-1-13	9. Running hot & cold water with lavatory sink?			
6-1-13	10. Embalming table? Type _____			
6-1-13	11. Disinfectant for equipment? Type _____			
6-1-6	12. Disinfectant for handwashing? Type _____			
6-1-13	13. Permanent, operable exhaust fan which changes air 4 times per hour?			
6-1-13	14. Permanent, operate intake vent which changes air 4 times per hour?			
6-1-13	15. Sanitary plumbing? Connected to: _____			
6-1-13	16. First Aid kit maintained outside the preparation room?			
6-1-13	17. Windows & doors screened to prevent viewing?			
6-1-13	18. Hydro-aspirator with at least 1 airbreaker?			
6-1-13	19. Containers for refuse and soiled linens with lids which cover & seal at all times?			
6-1-13	20. Eyewash?			
6-1-13	21. "Private" sign posted on all entrances?			
6-1-13	22. Personal Protective Equipment, including smocks?			
6-1-13	23. Holding area for all bodies?			
FTC Funeral Rule: General Price List				
6-1-12	1. Available for inspection?			
6-1-8/9	2. Name, address and phone number of facility?			
6-1-9	3. Licensee-In-Charge listed?			
6-1-8	4. Effective date?			
6-1-8	5. Retail prices & other info for "Forwarding of remains?" **Must include Basic Services Fee			
6-1-8	6. Retail prices & other info for "Receiving remains?" **Must include Basic Services Fee			
6-1-8	7. Retail price range & other info for "Direct Cremation?" **Must include Basic Services Fee **Must include price for container provided by purchaser **Must include price for container provided by facility			
6-1-8	8. Retail price range & other info for "Immediate Burial?" **Must include Basic Services Fee **Must include price for container provided by purchaser **Must include price for container provided by facility			
6-1-8	9. Retail prices & other info for "Services of funeral director & staff?"			
6-1-8	10. Retail prices & other info for "Transfer of remains?"			
6-1-8	11. Retail prices & other info for "Embalming?"			
6-1-8	12. Retail prices & other info for "Other preparation?"			
6-1-8	13. Retail prices & other info for "Facilities for viewing?"			

