

APPENDIX D

Checklist for Pre-Award Inspection
of Funeral Establishment

1. Business. Investigate the business and financial reputation of the establishment.
2. Facilities. Inspect the facilities for adequacy of operation, including but not limited to:
 - a. Preparation room (is it clean, sanitary, and well ventilated?).
 - b. Reposing room(s).
 - c. Chapel or room to serve as chapel.
 - d. Office or private consultation room.
 - e. Holding area for remains.
 - f. Storage space for caskets and outer cases.
 - g. Decor (is it in good taste and well maintained?).
3. Fixed Equipment. Inspect equipment for adequacy of operation, including but not limited to:
 - a. Sufficient supply of embalming instruments.
 - b. Embalming table(s) or embalming-dressing table(s).
 - c. Hot and cold running water available.
 - d. Proper waste disposal facilities.
 - e. Variety of shades of cosmetics, waxes, and other derma-surgical supplies, etc.
 - f. Sufficient supplies (chemicals) for preparation of remains.
 - g. Availability of equipment necessary for religious service, including but not limited to Protestant, Catholic, and Jewish.
4. Personnel
 - a. Managing owner or manager is in good standing with professional society and is currently licensed as required by State law.

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b. Embalmers are qualified and licensed.

c. There is a sufficient number of employees, or personnel are available from other firms to adequately care for an increased workload while accomplishing their normal workload.

5. Caskets. Specification caskets and outer shipping containers the contractor proposes to furnish conform to pertinent specifications.

6. Rolling Equipment. The funeral establishment has sufficient and suitable rolling equipment (funeral coach, passenger car, etc.) to satisfy contract requirements. Vehicles are clean and in good condition.

7. Buildings and Grounds. The general exterior of the building should give the impression of being well maintained. The surrounding area, including parking area, should also give the impression of being well maintained and generally comparable to areas of the majority of funeral homes in that locale.

8. The Contract. The bidder understands conditions set forth in the contract -- such as area of performance -- and especially those pertaining to specifications.