

# APPENDIX F

## NYC INSPECTION CHECKLIST



### Inspection Checklist: Funeral Service Providers

*Does your business provide funeral services?*

Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.

**Tip:** If there is more than one funeral business at the same location, each business must meet these requirements.

	Requirement	Do you meet this requirement?
	<b>Signage</b>	
1	Post a sign immediately inside or outside the entrance with the names of any funeral directors who have ownership or the names of any corporation with ownership.	<input type="checkbox"/> Yes
	<b>Price List</b>	
2	The General Price List must be displayed and available to consumers in the main public entrance and in all areas where sales are discussed.	<input type="checkbox"/> Yes
3	The General Price List must include: <ul style="list-style-type: none"> <li>▪ Business name, address, and phone number</li> <li>▪ Date that the prices became effective</li> <li>▪ Disclosure that the funeral home must get authorization to obtain custody of a body and that a body must be released promptly upon request</li> <li>▪ Disclosure that funeral homes must give price information over the phone and in person</li> <li>▪ Disclosure that the funeral home cannot guarantee that human remains will be preserved by embalming, caskets, vaults, etc.</li> <li>▪ This exact statement in a box after the prices:                             <p style="margin-left: 20px;">“The Federal Trade Commission prohibits the provider of funeral services from imposing any additional fee or surcharge to consumers who obtain a casket elsewhere.”</p> </li> </ul>	<input type="checkbox"/> Yes
	<b>Displays</b>	
4	The price must be posted on every displayed casket or outer interment receptacle in at least ½-inch numbers.  <b>Tip:</b> Corner cut displays must have the price posted on or beside each corner cut.	<input type="checkbox"/> Yes
5	The prices must be posted where they can be seen whether the casket is open or closed.  <b>Tip:</b> The price cannot be on the inside of the casket even if the casket is open.	<input type="checkbox"/> Yes



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	Requirement	Do you meet this requirement?
6	The composition and model number must be displayed on each casket or receptacle.	<input type="checkbox"/> Yes
7	The least expensive casket must be displayed in the same way as all other caskets.	<input type="checkbox"/> Yes
8	The price, composition, and model number must be displayed with the photograph.	<input type="checkbox"/> Yes
9	Photographs must be available for each model of casket or receptacle that the funeral home sells, but does not display, in its showroom.	<input type="checkbox"/> Yes
10	The photograph of the least expensive casket must be displayed in the same way as the others.	<input type="checkbox"/> Yes
	<b>Monuments</b>	
11	A price list of all monuments that are for sale must be available.	<input type="checkbox"/> Yes
12	The Monument Price list cannot have price information about any other products or services and must have the words " <b>MONUMENT PRICE LIST</b> " at the top of the page in boldfaced capital letters.	<input type="checkbox"/> Yes
13	<p>The Monument Price list must have a box below the prices that says in at least 10 point font:</p> <p style="padding-left: 40px;">"The purchase of a monument is not required as part of your funeral arrangements. The cost and arrangements for the purchase of a monument must be accounted for and set out in a document that is separate from the one under which you agree to the other funeral arrangements you make."</p>	<input type="checkbox"/> Yes
14	A separate written contract must be used for monument sales.	<input type="checkbox"/> Yes
15	The contract for monument sales must say " <b>MONUMENT CONTRACT</b> " at the top in boldfaced capital letters.	<input type="checkbox"/> Yes



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	Requirement	Do you meet this requirement?
16	<p>The Monument Contract must include each of the following:</p> <ul style="list-style-type: none"> <li>▪ Business name, address, and phone</li> <li>▪ Name of the individual to be memorialized</li> <li>▪ Full description of the monument, including the material, dimensions, a sketch or drawing of the monument, the wording of any inscription, the layout of the inscription, and the method of engraving</li> <li>▪ Approximate date when the monument will be completed</li> <li>▪ Name of the cemetery where the monument will be placed</li> <li>▪ Price of the monument and all related charges and taxes</li> </ul>	<input type="checkbox"/> Yes

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*Appendices*