

Checklist for On-Site Visit






(Complete 1 form for each performance location)

Date: _____






BPA #: _____

Vendor: _____

Address: _____

<p>1. Does the vendor have current state and/or local operating licenses posted in the office? List where licenses are posted:</p>	<p style="text-align: right;">___ Yes ___ No</p> <p style="text-align: center;"> Attach Photo</p>
<p>2. Is the vendor in compliance with all applicable fire, safety, and health code certificates? List where certificated are posted:</p>	<p style="text-align: right;">___ Yes ___ No</p> <p style="text-align: center;"> Attach Photo</p>
<p>3. Does the vendor's facility have private office space for counseling and a secured filing system which preserve confidentiality of client services?</p>	<p style="text-align: right;">___ Yes ___ No</p> <p style="text-align: center;"> Attach Photo</p>
<p>4. Are emergency contact procedures identified and described for clients posted? List where procedures are posted.</p>	<p style="text-align: right;">___ Yes ___ No</p> <p style="text-align: center;"> Attach Photo</p>
<p>5. Does the vendor have a dedicated lavatory or lavatory that can be secured for collecting urine sample (if required by the SOW)? Describe the UA area.</p>	<p style="text-align: right;">___ Yes ___ No</p> <p style="text-align: center;"> Attach Photo</p>

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<p>6. Does the vendor have a secure room or locked refrigerator for the storage of urine specimens and collection/testing supplies? Describe the storage area.</p>	<p>___ Yes ___ No</p> <p> Attach Photo</p>
<p>7. Are written emergency and evacuation plans and diagrams posted throughout the facility as required by the local fire department? List where they are posted.</p>	<p>___ Yes ___ No</p> <p> Attach Photo</p>
<p>8. Are there smoke detectors on each floor as required by the local fire department? List where they are installed.</p>	<p>___ Yes ___ No</p> <p> Attach Photo</p>
<p>9. Is there a first aid kit at the vendor's facility as set forth in the American Red Cross Manual? List where it is stored.</p>	<p>___ Yes ___ No</p> <p> Attach Photo</p>
<p>10. Are client files segregated from other vendor records? And, are US Probation Office and US Pretrial Services records separated? Describe how they are segregated.</p>	<p>___ Yes ___ No</p> <p> Attach Photo</p>