

# CHECK LIST FOR INSPECTION

Inspection fee \$75.00

1. New buildings must have Certificate of Occupancy before Board inspection takes place.
2. Electricity and water have been turned on.
3. Heating and air-conditioning are functional.
4. The water heater is functioning.
5. Public bathrooms are ready for use.
6. Lined waste receptacles are in place.
7. A freezer for deceased animals is available on premises.
8. Examination rooms are ready for treatment of patients.
9. Surgery room is ready for use with surgery table, working surgery lighting in place. Autoclave or steam pressure sterilization is available. Instruments, emergency drugs, oxygen under positive pressure and endotracheal tubes are supplied. Sterile gowns, gloves, towels are available. Masks and caps are available as well as brushes for hand washing. If not providing this service arrangement has been made with other practice facility by written prior agreement. Copies to be provided to Inspector at time of inspection.
10. X-ray equipment is in place. Have radiation badges or has service pending. "Notice to Employees" and "Caution Radiation" signs have been posted or are on order. If not providing this service arrangement has been made with other practice facility by written prior agreement. Copies to be provided to Inspector at time of inspection.  
NOTE The X-ray equipment must be inspected by NC Department of Environmental and Natural Resources which supplies "Notice to Employees" and "Caution Radiation" signs, and the Model Guide for preparation of Safety procedures.
11. A refrigerator must be provided for drugs and biological only.
12. A lock-box/locked-drawer must be provided for controlled drugs.
13. A controlled drug logbook is available and maintained.
14. Prescription drug labels are available.
15. A copy of a client/patient records. Client/patient records should contain the approved practice name on the pages to help identify practice.
16. Cages, pens or stalls are in good repair and ready for occupancy.
17. Emergency information is posted at the entrance of the facility. Arrangement for this service has been made with other veterinary practice facilities, with prior written permission. The practice facility sign is in place, and parking area is available. Copies to be provided to Inspector at time of inspection.
18. A detailed plan concerning how the practice will be kept clean, orderly, and odor free should be presented to the inspector.
19. As a requirement of the North Carolina Veterinary Practice Act you must use the name approved by the Board for your veterinary practice, do not abbreviate, use acronyms, or use parts of the approved name.

## **Copies of all written agreements will need to be provided to inspector.**

If this checklist is not substantially completed three to four days prior to the scheduled date of inspection you must contact the Board office to reschedule the inspection. If the inspector arrives for a scheduled inspection and the facility is not ready, a pre-inspection review will be done the fee \$75.00, followed by a regular inspection in six months.

# NCVMB