

Facility Contact Worksheet

Date: _____

Licensee/Registrant Name: _____
 Customer #: _____
 License/Registration #: _____
 Inspector Name: _____

Facilities that are not open to the public are eligible for optimal hours. These hours are generally four hour blocks of time, during daylight hours, three days per week. This is not, however, a requirement. Professional judgment should be used to consider two entire days per week or another set of optimal hours that will facilitate the unannounced inspection. Optimal hours should be between 7am-7pm Monday through Friday.

Availability	Check if all day		Optimal Hours of Availability
Monday	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	

Licensee/Registrant and Contact Numbers:

Name	Home phone	Cell phone	Work phone	Other

Additional instructions to reach the licensee/registrant (e.g., call work number, son lives next door, etc.):

Facility Representative(s) and Contact Number(s): If licensee/registrant is not available.

Name	Home phone	Cell phone	Work phone	Other

Additional instructions for inspecting with a facility representative (e.g. call licensee at work with questions, delay the exit briefing/report delivery until licensee is available, etc.):

Current scheduled dates not available - examples: wedding, holiday, vacation, health appointment (write dates only):