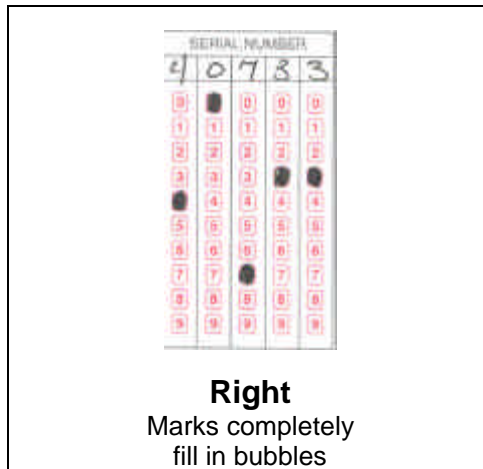




# TIPS FOR COMPLETING SCANNABLE INSPECTION REPORTS

Inspection forms must be completed in their entirety, clear, full marks indicated with a black pen (please, no felt tip markers). Also, use of staples and paper clips is strictly prohibited since they interfere with proper scanning. Photocopies, incomplete forms, torn or mutilated forms, or forms that do not scan because they were improperly printed by another vendor may be returned to the inspector for resubmittal on the original form, which will in turn delay prompt posting of inspection data.

## Examples of proper marking:



## Examples of improper marking:

<p>TYPE OF INSPECTION</p> <p><input checked="" type="checkbox"/> 1 - Inspection  <input type="checkbox"/> 3 - Callback</p> <p style="text-align: center;"><b>Wrong</b>        Checkmarks and "X"s are forbidden</p>	<p style="text-align: center;"><b>Wrong</b>        Marks are too large and bleed into next bubble</p>	<p>INSPECTION DATE</p> <p style="text-align: center;"><b>Wrong</b>        Inspection date incomplete – missing day &amp; handwritten date</p>	<p>05 10 07</p> <p style="text-align: center;"><b>Wrong</b>        Marks do not fill in the middle portion of the bubbles</p>	<p>SERIAL NUMBER</p> <p style="text-align: center;"><b>Wrong</b>        Marks too light and purple pen used</p>	<p>SERIAL NUMBER</p> <p style="text-align: center;"><b>Wrong</b>        Marks too small and no handwritten numbers in blanks</p>
<p>TYPE OF INSPECTION</p> <p><input checked="" type="checkbox"/> 1 - Inspection    <input checked="" type="checkbox"/> 2 - Hotel  <input type="checkbox"/> 3 - Callback    <input checked="" type="checkbox"/> 4 - Construction  <input type="checkbox"/> 5 - Alteration</p> <p>OBPR USE ONLY</p> <p><input checked="" type="checkbox"/> 6 - Criminal    <input checked="" type="checkbox"/> 8 - TCP (Temporary Operating Permit)  <input checked="" type="checkbox"/> 7 - Monitoring    <input checked="" type="checkbox"/> 9 - Accident</p> <p style="text-align: center;"><b>Wrong</b>        Multiple marks in field that only allows one response</p>					