

Potential Outside Enclosed Area Checklist for County TPEP Programs

Please complete this checklist for each business in your county that has an observed violation in a potential outside enclosed area. Include the completed checklist with the file when you email it to OHA. Your liaison or the ICAA Policy Specialist will contact you with any questions or follow up information.

Business Name: _____ **County:** _____

Business Address: _____ **Phone:** _____

County TPEP Staff Name: _____ **Phone:** _____

REQUIRED DOCUMENTATION	
<input type="checkbox"/>	Completed Potential Outside Enclosed Area Checklist
<input type="checkbox"/>	Potential Outside Enclosed Area Form —Form A (and associated photos/videos listed below)
<input type="checkbox"/>	360 video of interior
<input type="checkbox"/>	All four (4) sides, from interior perspective including connection points (each photo labeled with the side, that it is interior and the date)
<input type="checkbox"/>	All four (4) sides, from exterior perspective, including connection points (each photo labeled with the side, that it is exterior and the date)
<input type="checkbox"/>	Ceiling/Roof (labeled with the date and description)
<input type="checkbox"/>	Entire area from a distance (take several from different angles, if possible and label with the date and description)
<input type="checkbox"/>	Additional documentation as required by local TPEP program (e.g. cover letter or other narrative summary of events.) Describe:
NOTIFY OHA	
<input type="checkbox"/>	Send electronic copies of ALL materials, combined into one pdf, to Ilana Kurtzig (ilana.s.kurtzig@state.or.us).
<input type="checkbox"/>	Keep originals of all documents on file.
Note: This documentation file should be emailed to OHA within two business days of observing a potential outside enclosed area during a site visit.	