

Salon Sanitation Checklist-General

(This form may be filled out electronically | Saved and printed or printed and filled out manually)

Date/Time Field

Location

Inspected By

- Sweep floors clean after each client service, especially after every haircut.
- Deposit all waste materials in a waste receptacle with a self-closing lid.
- Mop floors and vacuum carpets daily.
- Control all types of dust.
- Keep windows, screens, and curtains clean.
- Regularly clean fans, ventilation systems, and humidifiers.
- Keep all work areas well lit.
- Keep rest rooms clean and tidy. Remember to clean bathroom door handles.
- Provide toilet tissue, paper towels, and pump-type liquid soap in the rest room
- Clean sinks and drinking fountains regularly.
- Provide disposable drinking cups.
- Keep the salon free from insects and rodents
- Do not allow the salon to be used for cooking or living quarters.
- Never place food in refrigerators used to store salon products.
- Prohibit eating, drinking, and smoking in areas where services are performed
- Empty waste receptacles regularly throughout the day.
- Wear clean, freshly laundered clothing.
- Make sure all containers are properly marked, tightly closed, and properly stored.
- Keep the outside of all containers clean.
- Do not place any tools, combs, rollers, or hairpins in your mouth or pockets.
- If you drop an implement on the floor, disinfect it before using it again. Properly clean and disinfect all tools and implements after each use and store them in a clean, covered container
- Avoid touching your face, mouth, or eye areas during services.
- Do not allow any pets or animals in the salon except for trained service animals.

- Clean and disinfect all work surfaces, including manicure tables, aesthetic beds, workstations, and chairs, between client services. Clean shampoo bowls and disinfect the neck of the bowl after each client.

- Use only freshly laundered or new disposable linens on clients. Use separate closed containers for soiled linens. Use disposable towels or tissues whenever possible. Use neck strips or towels to ensure that there is no skin contact with cutting or shampoo capes. Disinfect all linens during the wash cycle with detergent and bleach.

- Monitor air quality in the salon. Four to ten air changes per hour are recommended for public buildings. Air changes remove suspended particles such as hair spray, nail filings, and microscopic particles.

Salon Sanitation Checklist-Foot Spas

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Date/Time Field

Spa #

Inspected By

After each customer:

- 1. Drain all water and remove all foreign matter from the foot spa.
- 2. Clean the surfaces and walls of the foot spa with soap or detergent and rinse with clean, clear water.
- 3. Disinfect with an EPA-registered disinfectant with bactericidal, fungicidal, virucidal (and in some states tuberculocidal) efficacy, according to manufacturers' instructions .
- 4. Rinse and wipe dry with a clean towel.

Customer Name

After each customer:

- 1. Drain all water and remove all foreign matter from the foot spa.
- 2. Clean the surfaces and walls of the foot spa with soap or detergent and rinse with clean, clear water.
- 3. Disinfect with an EPA-registered disinfectant with bactericidal, fungicidal, virucidal (and in some states tuberculocidal) efficacy, according to manufacturers' instructions .
- 4. Rinse and wipe dry with a clean towel.

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- 4. Rinse and wipe dry with a clean towel.

Customer Name

Date/Time Field

At the end of each day:

1. Remove the screen and clean all debris trapped behind the screen of each foot spa.
2. Wash the screen and inlet with soap or detergent and a chlorine solution (5 percent chlorine bleach to 1 gallon of water), or wash the screen with soap or detergent and clean, clear water. Then totally immerse in an EPA-registered disinfectant with bactericidal, fungicidal, virucidal (and in some states tuberculocidal) efficacy, according to manufacturers' instructions.
3. Flush the system with low-sudsing soap and warm water for ten minutes. Then rinse, drain, and let air-dry.

Date/Time Field

At the end of each day:

1. Remove the screen and clean all debris trapped behind the screen of each foot spa.
2. Wash the screen and inlet with soap or detergent and a chlorine solution (5 percent chlorine bleach to 1 gallon of water), or wash the screen with soap or detergent and clean, clear water. Then totally immerse in an EPA-registered disinfectant with bactericidal, fungicidal, virucidal (and in some states tuberculocidal) efficacy, according to manufacturers' instructions.
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3. Flush the system with low-sudsing soap and warm water for ten minutes. Then rinse, drain, and let air-dry.

Date/Time Field

Every two weeks:

- 1. After following the recommended daily cleaning procedure described above, fill the foot spa tub (5 gallons) with water and four teaspoons of 5 percent bleach solution (a dose of 50 parts per thousand).
- 2. Circulate the solution through the foot spa system for 5 to 10 minutes.
- 3. Let the solution sit overnight (at least 6 to 10 hours).
- 4. The following morning, in advance of the first customer, drain and flush the system.

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DISINFECTANT SAFETY

Disinfectants are powerful, professional-strength tools that can be hazardous if used incorrectly. Disinfectants can be poisonous if ingested and can cause serious skin and eye damage, especially in a concentrated form. A good rule to remember is use caution! In addition:

you should: always wear gloves and safety glasses when mixing chemicals with water

always add disinfectant to water, not water to disinfectant

use tongs, gloves, or a draining basket to remove implements from disinfectants.

always keep disinfectants away from children.

never pour quats, phenols, formalin, alcohol (not legal in most states), or any other disinfectant over your hands. This hazardous practice can cause skin irritation and increase the chance of infection. Wash your hands with soap and warm water and dry them thoroughly. carefully weigh and measure all products to ensure that they perform at their peak efficiency

Disinfectants come in different forms such as ready-to-use sprays (for surface cleaning), liquid concentrate, and powders. Some disinfectants appear clear while others are a little cloudy.

always follow manufacturer's recommendations for mixing and using, and check the efficacy to make sure you are using the right disinfectant.

avoid overexposure. Disinfectants are chemicals, and overuse is detrimental to the environment.

Jars or containers used to disinfect implements are often incorrectly called wet sanitizers. Of course, the purpose of these containers is not to sanitize but to disinfect. The disinfecting soak solution must be changed daily and kept free from debris unless otherwise directed by the manufacturer's instructions. Strict adherence to the principles of good hygiene and disinfection must be maintained.

Salon Sanitation Checklist-Disinfectant

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Implements

Performed By

Always disinfect your tools or other implements according to the guidelines listed for EPA wet disinfectants. This means complete immersion for the required amount of time. The following are guidelines for specific salon materials

- Pre-clean to remove hair, filings, and other such loose matter by scrubbing with soap and water
- Rinse thoroughly and pat dry with a clean towel.
- Put on gloves, goggles, or safety glasses.
- Mix disinfectant according to manufacturer's directions, always adding disinfectant to the water
- Using gloves or tongs, completely immerse implements or tools and leave for the required amount of time, as per manufacturer's instructions
- Remove implements with tongs, basket, or gloves so as not to contaminate the disinfectant
- Rinse thoroughly and dry.
- Place disinfected implements in a clean, closed, dry, disinfected container (such as a plastic container with a lid). manufacturer's instructions. Strict adherence to the principles of good hygiene and disinfection must be maintained.

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Other

Performed By

DISINFECTING LINENS AND CAPES

- All linens should be used once and then laundered with bleach according to label directions. Capes or drapes that come into contact with a client's skin should be laundered in the same manner.

DISINFECTING ELECTRICAL EQUIPMENT

- The contact points of equipment that cannot be immersed in liquid, such as hair clippers, electrotherapy tools, and nail drills, should be wiped or sprayed with an EPA-registered, hospital-grade disinfectant created especially for electrical equipment . Electrical equipment must be kept in good repair.

DISINFECTING WORK SURFACES

- Before and after each client, an EPA-registered, hospital-grade disinfectant should be used on the work surface (manicure table, workstation, esthetic bed, and the like). The disinfectant should be left on the surface the full amount of time prescribed by the manufacturer's directions. Remember to disinfect all surfaces. This includes doorknobs, handles, and so on

The shampoo bowl should be cleaned and the drain cleared of all hair after each client. The neck of the bowl should be disinfected the same as other work surfaces.

DISINFECTING WHIRLPOOL PEDICURE FOOT SPAS

- When using whirlpool pedicure foot spas, you must follow proper disinfection procedures to ensure proper maintenance of the equipment and to prevent the spread of bacterial or parasitic disease. Take time to carefully read the manufacturer's cleaning instructions and ask your manufacturer and/or distributor for a demonstration as well. Improperly disinfected equipment can harbor bacteria that may spread disease or infection to clients, cosmetologists, or nail technicians who come into contact with it.