

Thinking about the state inspector coming into your salon can seem kind of daunting — even if you're doing everything by the book. There's always that chance that the day the inspector comes in will be the day you didn't put the disinfected implements directly into their properly marked container. But help yourself and your salon reduce the number of violations by making sure you're always up to standard. The North Carolina State Board of Cosmetic Art Examiners has a Salon Self-Inspection Checklist on its website ([www.nccosmeticarts.com](http://www.nccosmeticarts.com)) to help make sure salon personnel are always prepared. You can check with your state board to see if they have something like this. And if they don't, start with North Carolina's example (below) and tailor it to fit the requirements of your state.

## SALON SELF-INSPECTION CHECKLIST

### INDIVIDUAL LICENSES (All answers should be "YES")

- Is everyone that is required to be licensed, actually licensed?
- Is each person's license valid (not expired)?
- Is the original license posted? Note: Photocopies are illegal.
- Is each license posted within the salon?
- Does each licensee have a valid government issued photo identification with him or her whenever working?

### SANITATION / HEALTH & SAFETY (All answers should be "YES")

- Are the Board's sanitation rules posted in a conspicuous place?
- If your salon is in a private residence, does it have an entrance and bathroom separate from the private living quarters?
- Do you have containers large enough for proper disinfection?
- Do you have a sufficient supply of approved disinfectant?
- Is the manufacturer's label on the premises for verification?
- Are the correct disinfection procedures being followed on both electrical and non-electrical equipment?
- Is the disinfectant used according to manufacturer's instructions?
- Are all supplies that cannot be disinfected disposed of in a covered waste receptacle immediately after use?
- Are neck strips or towels used to protect each patron's neck from the cape?
- Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a receptacle labeled "soiled" or other such designation?
- Do the clean instruments look clean? Are they stored in a labeled and covered receptacle?
- Are the floors, walls, ceilings, furniture, furnishings and fixtures clean and in good repair?
- Is there hot and cold running water in each clinic area?
- Is there a public toilet room? Is it clean?
- Is toilet paper provided and is it on a holder?
- Are there handwashing facilities with hot and cold running water in the toilet room? Is soap (liquid or powder, not "community" bar soap) provided?
- Are sanitary individual towels provided for hand drying?
- Is the toilet room clear of all storage? There can be no storage of supplies, mops, buckets, etc., in the toilet room.

- Is there at least one covered waste receptacle for the disposal of hair and other waste items?
- Are clean towels stored in a closed, clean cabinet?
- Are used towels stored in a closed container?
- Is all waste disposed of promptly so there is no accumulation?
- Are all employees and their attire clean?
- Do all employees wash their hands before servicing each client?
- Are headrests and / or treatment tables covered with a clean towel, sheet, or paper for each client?
- Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied?
- Does each treatment room contain a sink with hot and cold running water?
- Are all creams, lotions, cosmetics, etc., containers correctly labeled?
- Are poisonous substances labeled as such?
- If only a portion of a preparation is used, is it removed from the container so as not to contaminate the remaining portion?
- Are material safety data sheets (MSDS) available in the salon for all products?

### OTHER (All answers should be "NO")

- Are there any prohibited machines in the salon? Example: Hair clippers or wax heater in a manicuring salon employing only licensed manicurists.
- Are there any prohibited implements in the salon? Callus shavers are prohibited in North Carolina.
- Are prohibited services (without a licensee to provide them) being offered?
- Are there any supplies, equipment, or instruments in the salon which are out of the ordinary for the type of business conducted?
- Is the salon used for sleeping or residential purposes?
- Are there any animals (other than for the blind) or birds in the salon?
- Is the salon used for any purpose or in any way that would make it unsanitary?
- Are there any nail products that contain MMA in the salon?