



State of Oregon Health Licensing Agency

Self-Inspection Check List

Conducting a monthly self-inspection will assist you in maintaining compliance with cosmetology rules and regulations. In addition, it will assist in reducing or eliminating the number of violations cited during OHLA inspections. *Ultimately, staying in compliance means you'll be serving your clients better by protecting their health and safety.*

Date of Inspection: _____

Inspected by: _____

Facility License

- Ensure that there is a facility license.
- Ensure the facility license is properly posted (visible to the public).
- Ensure the business name on the facility license is correct.
- Ensure the address on the facility license matches the physical location of the business.
- Ensure the expiration date on the facility license is current.
- Ensure the facility license has not been altered in any manner.

Notes: _____

Practitioners / Independent Contractor License

- Ensure all employees / contractors have all required licenses.
- Ensure all employee / contractor licenses are properly posted.
Licenses should be visible to the public. IC licenses should be posted at work stations.
- Ensure the name on employee / contractor licenses are correct.
- Ensure the expiration date on employee / contractor licenses are current.
- Ensure employee / contractor licenses have not been altered in any manner except for blocking out personal/ home address information.
- Ensure all employees / contractors are listed with OHLA as working at the facility.

Notes: _____

Work Stations

- Ensure high- and low-level disinfectants are being used properly.
High-level disinfectants must have the word ***tuberculocidal*** on the product labeling.
- Ensure all implements, tools and single-use items are properly disinfected, stored or discarded.
- Ensure work station surfaces, equipment are clean, and made of non-absorbent materials.
- Ensure all drawers, cabinets and storage areas are clean.
- Ensure customer records are properly obtained / retained when required (*examples: nail, waxing, and laser*).
- Ensure practitioners are using neck strips, clean capes, and washing hands between clients.

Notes: _____

Common areas

- Ensure shampoo bowls / sinks are clean.
- Ensure walls, ceilings, and floors are clean.
- Ensure there is hot and cold running water.
- Ensure chemicals / products are stored properly and labeled.
- Ensure clothes washer and dryer are on proper settings.
- Ensure chemically saturated items are placed in a fire retardant container with a lid.
- Ensure blood / bodily fluids are placed in a sealable bag prior to disposal.
- Ensure sharps are disposed of in proper sharps container.
- Ensure towels used on clients are clean.
- Ensure soiled towels are placed in a covered container.
- Ensure clean towels and linens are stored in a clean area.
- Ensure there is an employee restroom and that it is properly maintained.
- Ensure there are no animals within the facility. Guide and service related animals are exempt.
- Ensure there are no electrical fire hazards.
- Ensure clients, employees and contractors are not smoking within the facility.
- Ensure foot spas are cleaned / disinfected properly. When inspecting, remove drain covers. There should be no debris inside/stuck on the drain. Foot spas must be cleaned between clients using a high-level disinfectant.

Notes: _____

Questions? Contact OHLA's Regulatory Operations Division

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