

Cosmetology Self-Inspection Checklist

Conducting a monthly self-inspection of your facility and independent contractor workstation(s) can help you stay in compliance with cosmetology regulations. Monthly self-inspections should reduce or even eliminate violations when the Health Licensing Office (HLO) conducts inspections. Ultimately, staying in compliance means you'll be enhancing the service you provide to your clients by promoting health and safety.

Inspected By:

Date of Inspection:

LICENSING:

Facility – Ensure that:

- There is a facility license and the “Active Through Date” (expiration date) on the facility license is current.
- The original facility license is posted in public view (posting of a copy is prohibited).
- The business name on the facility license is correct and the address matches the facility's physical location.
- The facility license has not been altered in any manner.
- The most recent inspection certificate is posted in public view.

Notes: _____

Practitioners/Independent Contractors – Ensure that:

- All employees / contractors are properly certified in their respective fields of practice.
- The name on employee / contractor licenses are correct.
- The expiration date on employee / contractor licenses are correct.
- The expiration date on employee / contractor licenses are current.
- All employees / contractors licensing documents are properly posted. Licenses should be visible to the public. Independent contractor registrations should be posted at workstations.
- The employee / contractor licenses have not been altered in any manner.
- All employees / contractors are listed with HLO as working at the facility.

Notes: _____

SAFETY / SANITATION / INFECTION CONTROL:

Workstations – Ensure that:

- All implements, tools and single-use items are properly disinfected, stored or discarded.
- Workstation surfaces and equipment are clean and made of non-absorbent materials.
- All drawers, cabinets and storage areas are clean.
- Customer records are properly obtained / retained when services are provided (examples: waxing, facials, laser, eyelash extensions).
- Practitioners are using neck strips, clean capes, and washing hands between clients.

Common Areas – Ensure that:

- Shampoo bowls / sinks are clean.
- Walls, ceilings, and floors are clean.
- There is hot and cold running water.
- Chemicals / products are stored properly and labeled.
- Clothes washer and dryer are on proper settings.

Notes: _____

Common Areas (continued) – Ensure that:

- Clean towels and linens are stored in a clean area.
- Towels used on clients are clean.
- Soiled towels are placed in a covered container.
- Chemically saturated items are placed in a fire-retardant container with a lid.
- Blood / bodily fluids are placed in a sealable bag prior to disposal.
- Sharps are disposed of in proper sharps container.
- 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.
- There is an employee restroom and that it is properly maintained.
- There are no electrical fire hazards.
- Clients, employees and contractors are not smoking within the facility.
- There are no animals within the facility with the exception of guide and service-related animals.

Notes: _____

