

COSMETOLOGY SELF-INSPECTION CHECKLIST

Conducting a monthly self-inspection of your facility and independent contractor work station(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:
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LICENSING

<p>FACILITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> There is a facility license. <input type="checkbox"/> The facility license is properly posted (visible to the public). <input type="checkbox"/> The business name on the facility license is correct. <input type="checkbox"/> The address on the facility license matches the physical location of the business. <input type="checkbox"/> The expiration date on the facility license is current. <input type="checkbox"/> The facility license has not been altered in any manner. <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>PRACTITIONERS/INDEPENDENT CONTRACTORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> All employees / contractors have all required certifications and registrations. <input type="checkbox"/> All employees / contractor licensing documents are properly posted. Licenses should be visible to the public. Independent contractor registrations should be posted at work stations. <input type="checkbox"/> The name on employee / contractor licenses are correct. <input type="checkbox"/> The expiration date on employee / contractor licenses are correct. <input type="checkbox"/> The expiration date on employee / contractor licenses are current. <input type="checkbox"/> Employee / contractor licenses have not been altered in any manner except for blocking out personal / home address information. <input type="checkbox"/> All employees / contractors are listed with HLO as working at the facility. <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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SAFETY/SANITATION/INFECTION CONTROL

<p>WORK STATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> All implements, tools and single-use items are properly disinfected, stored or discarded. <input type="checkbox"/> Work station surfaces and equipment are clean, and made of non-absorbent materials. <input type="checkbox"/> All drawers, cabinets and storage areas are clean. <input type="checkbox"/> Customer records are properly obtained / retained when required (examples: nail, waxing, and laser). <input type="checkbox"/> Practitioners are using neck strips, clean capes, and washing hands between clients. <p>COMMON AREAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shampoo bowls / sinks are clean. <input type="checkbox"/> Walls, ceilings, and floors are clean. <input type="checkbox"/> There is hot and cold running water. <input type="checkbox"/> Chemicals / products are stored properly and labeled. <input type="checkbox"/> Clothes washer and dryer are on proper settings. <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>COMMON AREAS (CONTINUED)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chemically saturated items are placed in a fire retardant container with a lid. <input type="checkbox"/> Blood / bodily fluids are placed in a sealable bag prior to disposal. <input type="checkbox"/> Sharps are disposed of in proper sharps container. <input type="checkbox"/> Towels used on clients are clean. <input type="checkbox"/> Soiled towels are placed in a covered container. <input type="checkbox"/> Clean towels and linens are stored in a clean area. <input type="checkbox"/> There is an employee restroom and that it is properly maintained. <input type="checkbox"/> There are no animals within the facility. Guide and service related animals are exempt. <input type="checkbox"/> There are no electrical fire hazards. <input type="checkbox"/> Clients, employees and contractors are not smoking within the facility. <input type="checkbox"/> 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. <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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