

SALON SELF-INSPECTION CHECKLIST

Conducting occasional self-inspections will help you remain in compliance with the rules and regulations of the Board, and the laws of North Carolina. It may also reduce or eliminate the number of violations cited during a Board inspection. The owner of the salon, as well as licensees working in the salon, will be cited if violations exist at the time of our inspection. The following guidelines will assist you with the self-inspection. Salon owners and licensees are responsible for all Rules and Regulations and are encouraged to review the complete list of Rules and Regulations at: www.nccosmeticarts.com/board/RulesandRegulations.aspx.

The answers to all questions below should be “YES” except in the “Other” section, where all answers should be “NO”.

INDIVIDUAL LICENSES

- ✓ Is everyone that is required to be licensed, actually licensed for the services they are providing?
- ✓ Is each person’s license a valid (not expired) North Carolina license?
- ✓ Is the **original** license posted? Note: Photocopies are prohibited.
- ✓ Is each license posted within the salon? (*It must be posted whenever the licensee is working*).
- ✓ Does each licensee have a valid government issued photo identification with him or her whenever working?

SANITATION / HEALTH & SAFETY

- ✓ Are all entrances through solid, full length doors installed in solid walls of ceiling height? (0203b)
- ✓ Is the salon separate and apart from any building or room used for living, dining or sleeping?
- ✓ If your salon is in a private residence, does it have an entrance and bathroom separate from the private living quarters?
- ✓ Is the salon separate and apart from any building or room used for any other business or purpose? Is the salon separated by a solid wall of at least seven feet in height and have separate outside entrance? (21 NCAC 14 H.0203a)
- ✓ Do you have containers large enough for proper disinfection? Are all non-electrical items being disinfected fully immersed?
- ✓ 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 waste receptacle with a disposable liner immediately after use? Example: porous buffers and files must be disposed after each client.

- ✓ Are clean protective capes, drapes, linens and towels being used for each patron?
- ✓ Are protective capes being properly stored and laundered after coming into contact with a patron's neck?
- ✓ Are paper or nonwoven protective drapes or coverings being discarded after one use?
- ✓ 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?
- ✓ Are areas where services are performed that come in contact with the patron's skin, such as treatment chairs, treatment tables and beds, being disinfected between patrons?
- ✓ Is there hot and cold running water in the salon?
- ✓ Is there a public toilet room? Is it clean?
- ✓ Are toilet and hand washing facilities consisting of at least one commode and one hand washing sink with hot and cold running water, liquid soap and individual clean towels or hand air dryer provided?
- ✓ Are the toilet and hand washing facilities in the bathroom?
- ✓ Are clean drapes, capes, linens, towels and all other supplies stored in a clean area?
- ✓ Are whirlpools and/or footspas being disinfected properly after each client? On a daily basis? On a weekly basis?
- ✓ Is there a "Whirlpool/Footspa Sanitation Form" for each whirlpool or footspa? Is it being maintained?
- ✓ Is water in vaporized machines being emptied on a daily basis? Is the unit disinfected daily after emptying?
- ✓ Are antiseptics, gloves or finger guards, and sterile bandages available for first aid use?
- ✓ Are all lancets, disposable razors and other sharp objects being disposed of in puncture-resistant containers?
- ✓ Is all waste disposed of promptly so there is no accumulation? *Accumulation of waste (hair) on the floor can be very dangerous.*
- ✓ Are all employees and their attire clean and are they wearing shoes?
- ✓ Do all employees wash their hands before servicing each client?
- ✓ Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied?
- ✓ Is there a sink with hot and cold running water in the clinic area (separate from restrooms)?
- ✓ Do treatment rooms have a water supply within 20 feet of the door or 25 feet from the service table or chair? This cannot be a restroom sink.
- ✓ Are all creams, lotions, cosmetics, etc., containers correctly labeled?
- ✓ 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?
- ✓ Are the following working distances are observed within the clinic area:
 - at least 48 inches of space from center to center of each styling chair, esthetics table or manicuring table
 - at least 24 inches from the center of the chair forward

- at least 48 inches from the backrest of the chair to any other styling chair, esthetics table or manicuring table
- at least 30 inches of space from the back of each styling chair, esthetics table or manicuring table to the wall of the shop
- ✓ Is ventilation provided at all times in areas where patrons are serviced and is there a continuous exchange of air?
- ✓ Are all open doors and windows are effectively screened?
- ✓ Is light provided in the service area?
- ✓ Are all federal, state and local regulations regarding fire safety codes, plumbing and electrical are being followed?

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? Example: Callus shavers are prohibited in North Carolina cosmetic art salons and schools.
- ✓ 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 service animals or fish in an enclosure) in the salon?
- ✓ Is the salon used for any purpose or in any way that would make it unsanitary?
- ✓ Are there any products that contain **MMA** in the salon? **Methyl Methacrylate** is prohibited in North Carolina.
- ✓ Does the salon travel from one location or home to the next? Mobile salons are prohibited in North Carolina.