

South Dakota Cosmetology Commission
SALON SELF-INSPECTION CHECKLIST 2007

Conducting an occasional self-inspection will help you remain in compliance. This may also reduce or eliminate any problems before an inspection. **IT IS THE LICENSEE'S RESPONSIBILITY TO KNOW AND FOLLOW ALL RULES AND REGULATIONS.** The Commission inspectors will be completing one report for the salon/booth which will include all licensees. See our web page at www.state.sd.us/dol/boards/cos for further information or call 605-773-6193.

The following guidelines should assist you with your self-inspection. All these requirements are for the protection of the clients and licensees. The answers to all questions should be "YES".

Items 1-11 will be automatic failures if not in compliance.

1. Is the salon/booth currently licensed and the license conspicuously displayed?
Are all working licensees currently licensed, and the license conspicuously displayed at the workstations?
Individuals should also have a valid government photo ID available.
Is the address on the salon/booth license correct? *A salon/booth license is only valid for the physical address on the original application.*
Is the original license posted? *Photocopies are illegal.*
Are the Rules/Regulations displayed in a conspicuous place?
Is an Unregulated Services sign posted? *Unregulated services are body piercing, massage, tattooing, tanning, electrolysis, permanent makeup, etc.*
2. If microdermabrasion or electric file services are offered is the licensee certified? *Microdermabrasion or electric nail file services require special continuing education.*
3. Is the fire extinguisher the correct type (ABC, 5 lbs, charged) and easily accessible? *Should be mounted on wall.*
4. Is there a first aid kit with blood spill procedures available? *Booths must have their own kit.*
5. Is there a disinfecting agent available at each station? Can be spray or other.
6. Does the agent state that it stops bactericidal, virucidal and fungicidal activity and is EPA registered?
(Bleach can be used if mixed daily).
7. Are there containers large enough for proper disinfection? *(All non-electrical items being disinfected must be completely immersed. Booth licensee must have their own containers).*
8. Is the wet disinfection fresh, clean and free from contaminants such as skin, hair, dirt?
9. Are closed, clean containers (dry sanitizers) being used to store clean towels, linens, equipment?
10. Are closed, labeled containers being used to store soiled towels, used linens, used equipment?
11. Is the pedicure bowl cleaned and disinfected after each client?
Is the screen drain for a pedicure footspa being cleaned and disinfected daily?

GENERAL SAFETY AND SANITATION

- 12-13. Are the floors, walls, ceilings, vents, furniture, furnishings and fixtures clean and in good repair?
(Floors should be cleaned of hair, nails and other debris after each client.)
14. Does all plumbing provide hot and cold running water and a connection to a central sewage system and in good working order?
15. Are all electrical outlets used appropriately? *Outlets should be safe according to local electrical ordinances. Outlets should not be overburdened with extension cords.*
16. Is the ventilation system sufficient to keep the area free from odors?
Is a mechanical exhaust system being used for nail services?
17. RESTROOM - Is there a clean and sanitary toilet room available for use by the public?
If the restroom is used as a storage area, are all items stored properly and in a safe, clean manner?
Is liquid soap and paper towels or hand air dryer available?
18. Are harmful supplies and chemicals stored properly? *Either a closed cabinet or a separate room not accessible to the public.*

STATIONS

- 19 – 21. Are all stations clean and safe to use? *Unless a person is working on a client, stations should be clean of hair, nails, debris.*
- Are all chairs clean and safe to use? *Chairs cannot have hair, nails, products, dirty towels, dust. Chairs cannot have broken legs or ripped covers.*
- Are covered waste containers used for nails services?
22. Are waste containers available and emptied at least daily?
23. Are all sinks clean? *Sinks should not have hair, dirt, or soap scum.*
24. IMPORTANT! Is the licensee washing her/his hands before providing services on a client? For nails, are the client's hands being cleaned before a service?

EQUIPMENT

- 25 - 27. For hair services, are all scissors, razors, brushes, combs, rollers, picks, clips, rods, pins, etc. to be used on a client clean and disinfected (no hair or debris)?
- For nail services, are all files, buffers, brushes, products, etc. to be used on a client clean and disinfected?
- For esthetics services, are all linens, bowls, brushes, etc. to be used on a client clean and disinfected?
- Are all capes, towels, linens, cotton, neck strips to be used on clients clean?
28. Are single use articles disposed of after being used on one client? *Certain articles cannot be washed and disinfected so cannot be used again on a client.*
29. Are all products in clean, closed, labeled containers?
- Is wax and wax equipment free of debris? *Includes paraffin wax.*
30. Is dispersal equipment being used to disperse products? *Spatulas, bowls, pumps, spray dispenser should be used to disperse products, do not double dip.*
- Is wax being distributed with a clean implement for each dipping?
- 31- 32. Is all electrical equipment (clippers, files, curling irons, facial machines) clean? *All foreign debris should be wiped or washed off (AND clippers sprayed with disinfectant before each client).*
33. Is all non-electrical equipment (clipper guards, file bits, facial tips) clean and disinfected and stored in a closed, clean container or if dirty, stored in a closed container?

34. PRIVATE RESIDENCES (Home salons)

- Does the salon have an entrance separate from the private living quarters?
- Is the salon area separate from all private living quarters?
- Is the salon only used as a salon? *Salon area cannot be used as storage, cooking, sleeping, or living areas.*

35. OTHER

- No prohibited products (MMA), services (ultrasound), or equipment (callus shavers) are being used or available?
- Nail salons are NOT doing *waxing services*? *(Nail salons cannot do waxing)*
- Is the salon size at least 120 sq. ft. for the first licensee, and then 60 sq. ft. for each additional licensee?
- Is there a protective covering being used when fitting wigs or hairpieces?
- Is the electric file being used designed for use on the human nail?
- Is the microdermabrasion system a closed-loop system?