

South Dakota Cosmetology Commission SELF-INSPECTION CHECKLIST

Conducting an occasional self-inspection will help you remain in compliance with the rules and regulations of the South Dakota Cosmetology Commission. This may also reduce or eliminate any problems during a Commission inspection. The Commission inspectors complete two inspection forms. One form for the salon/booth and one form for the individual licensee. All these requirements are for safety and sanitation/health protection of the clients and licensees.

The following guidelines should assist you with the self-inspection. The answers to all questions should be "YES" except in the "Other" section, where all answers should be "NO".

PREMISES

- Is the salon/booth currently licensed and the license conspicuously displayed?
- Are all working individuals currently licensed and the license conspicuously displayed at the workstation? *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.*
- 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.*
- Is the ventilation sufficient to keep the area free from odors?
- Are there storage facilities for harmful supplies and chemicals? *Either a closed cabinet or a separate room not accessible to the public.*
- Is there a minimum of 120 sq. ft. for the first licensee and 60 sq. ft for each additional working licensee?
- Does all plumbing provide hot and cold running water and a connection to a central sewage system and in good working?
- Is a fire extinguisher the correct size and available for immediate use?

CONTINUING EDUCATION

- If these services are available - Are educational certificates posted for either microdermabrasion or electric nail files services? *Microdermabrasion or electric nail file services require special continuing education, and the Commission provides a certificate when the education is completed. The certificate must be posted.*

PRIVATE RESIDENCES

- 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.*

RESTROOMS

- 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?
- Is a wastebasket available and is it not overflowing with trash?

EQUIPMENT

- 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 the filters in hair dryers clean of dust? *All filters should be opened and cleaned.*
- Are all sinks clean? *Sinks should not have hair, dirt, or soap scum.*
- Are all electrical outlets used appropriately? *Outlets should be safe according to local electrical ordinances. Outlets should not be overburdened with extension cords.*
- Is all mechanical and electrical equipment safe? *Cords should not show wear or tear.*
- Is all electrical equipment (clippers, files, facial machines) clean? *All foreign debris should be wiped or washed off before each client.*
- Is all non-electrical equipment (shears, razors, clipper guards, file attachments, facial tips) clean and disinfected and stored in a closed, clean container or if dirty, stored in a closed container?
- Are all capes, towels, linens, cotton, neck strips to be used on clients clean?
- For hair services, are all brushes, combs, rollers, picks, clips, rods, pins, etc. to be used on clients clean (no hair)?
- For nail services, are all files, buffers, brushes, products, etc. to be used on clients clean?
- For esthetics services, are all linens, bowls, brushes, products to be used on clients clean?
- Are single use articles disposed of after being used? *Certain articles cannot be disinfected and cannot be used again on clients.*
- Are multi-use articles clean and disinfected before use on a client? *spray disinfecting scissors*
- Are all products in clean, closed, labeled containers?
- Is dispersal equipment being used to disperse products? *Spatulas, bowls, pumps, spray dispenser should be used to disperse products.*
- 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.*
- Are closed, clean containers being used to store clean towels, linens, equipment?
- Are closed containers being used to store soiled towels, linens, equipment?
- Is there a first aid kit with blood spill procedures available? *Booths must have their own.*
- Are waste containers available and emptied at least daily?
- Are all waste containers used for nails covered?
- Is a mechanical exhaust system being used for nail services?
- Is waxing equipment free of dirt and superfluous wax?
- Is wax being distributed with a clean implement for each dipping?
- Is there a disinfecting agent available at each station? *The agent must stop bactericidal, virucidal and fungicidal activity and be EPA registered. Bleach can be used if mixed daily.*
- Is the pedicure bowl cleaned and disinfected after each client?
- Is the screen drain for a pedicure footspa being cleaned and disinfected daily?

INDIVIDUAL SANITATION

- Is the licensee wearing clean clothing and footwear?
- 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?

OTHER – should be all “NO”

- Are any prohibited products, services, or equipment being used?
- Are nail salons doing *waxing services*? *(Nail salons cannot do waxing, only nail technology.)*