

DAILY DUTY CHECK LIST

Maintaining a Clean Space

We all share a common area, so it is important we are considerate and respectful of the space. Please observe the following procedures as a courtesy to us all:

After each shampoo:

- ✓ Remove all hair from the sink and drain.
- ✓ Clean the shampoo bowl with disinfectant wipe and wipe down nozzle and chair.
- ✓ Clean up any water that has spilled on the floor.
- ✓ The shampoo area needs to be clean and sanitized at all times.

After each client:

- ✓ Sweep the floor.
- ✓ Wipe down the chair.
- ✓ Remove soiled implements from the area. (You can disinfect them immediately or place them in the soiled instrument container to disinfect before you leave for the day.)

When using the disinfectant:

- ✓ Wash your soiled instrument and remove ALL hair from the instrument before placing it in the disinfectant solution.
- ✓ Remove all instruments from the solution before you leave for the day. DO NOT leave disinfected instruments in the shampoo area.
- ✓ Store all disinfected instruments in a clean dry place in your station labeled "CLEAN".

Before you leave for the day OR if you are the last one leaving the salon:

- ✓ Make sure your station is clean.
- ✓ Clean your mirror.
- ✓ Wipe down your chair and fold your chair cloth.
- ✓ Return all shampoo capes to the shampoo area and place dirty towels in the hamper.
- ✓ Return all magazines and albums to their appropriate area.
- ✓ Remove all disinfected instruments from the shampoo area.

- ✓ Throw away all trash.
- ✓ Sweep the floor.
- ✓ Turn your chair towards the mirror and lock it.
- ✓ Take out the trash, especially if it is full!