

INSPECTIONS

Please post this sheet where all employees have access

It's always inspection time!

◆
Inspections may occur any day of the week and at any time of the day that services are being performed or that you are open for business.

◆
Please be prepared to spend a few minutes with the inspector at the end of your inspection. The inspector will explain the report and answer any questions you may have regarding the inspection.

◆
Please use an inspection as a learning tool. The inspector wants to help you comply with the State Laws. We would rather give out a good grade than a bad one.

Disinfection

For Non-Electrical

1. **Wash** in soapy water
2. **Rinse** in clean water
3. **Dry** with clean cloth
4. **Totally** immerse in an EPA-registered disinfectant used according to manufacturer's instructions
5. **Dry** with clean cloth
6. **Store** in clean, covered place

For Electrical

1. **Remove** all foreign matter
2. **Disinfect** with approved disinfectant according to manufacturer's instructions
3. **Store** in clean place

Address Changes

All barber licensees must notify the Board of a change of address within 30 days of the change. All shop licensees must reapply to the Board within 15 days of a change of address.

License Renewal

Working with an expired license is considered working **unlicensed**.

Licenses expired over 5 years will not be renewed. You must reapply.

Renewal notices are not sent.

- Is the establishment used for any purpose or in any way that would make it unsanitary?

Self-Inspection

Conducting occasional self-inspections will help you remain in compliance with the rules and regulations of the Board, and the laws of Arizona. It may also reduce 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 inspections. The following guidelines will assist you with your self-inspections.

Establishment license

- Do you have an establishment license?
- Is your establishment license valid (unexpired)? Display only valid licenses.
- Is the current license posted? Note: photocopies are illegal.
- Are the ownership and address on the license correct? If not, you need to apply for a new establishment license.
- Do you have a licensee in charge? There **must** be a licensee in charge for purposes of the inspection.

Personal Licenses

- Is everyone that is required to be licensed actually licensed?
- Is each person's license valid (unexpired)? Only valid licenses may be displayed.
- Is the current licenses posted? Note: photocopies are illegal unless approved by the Board.
- Is each license posted conspicuously in the licensee's primary work area? (It must be posted whenever the licensee is working.)

Sanitation/Health & Safety

- Do you have a minimum of ten combs to perform your daily work?
- Do you have containers large enough for proper disinfection? All (non-electrical) items being disinfected must be fully immersed. The container must be covered at all times.
- Do you have a sufficient supply of disinfectant? The label on the disinfectant must show that it is EPA-registered with demonstrated bactericidal (disinfectant), virucidal and fungicidal activity.
- Is the manufacturer's label on the premises for verification?
- Are the correct disinfection procedures being followed on both electrical and non-electrical equipment?
- Are neck strips or towels used to protect each patron's neck?
- Are clean instruments stored separately from soiled instruments?
- Do the clean instruments look clean? Are they stored in a covered receptacle?
- Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good repair?
- Is there hot and cold running water in the establishment?
- Is there a public toilet room? Is it clean?
- Is toilet paper provided?
- Are there hand washing facilities with hot and cold running water in or adjacent to the toilet room?
- Are sanitary towels provided for hand drying? "Community" towels are not permitted.
- Is there at least one covered waste receptacle for disposal of hair?
- Are clean towels stored in a closed, clean cabinet?
- Are used towels stored in a closed container?
- 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?
- Do all employees wash their hands before servicing each client?
- Are headrests covered with a clean towel, sheet, or paper for each client?
- Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied?
- Are all containers correctly labeled, **including water spray bottles**?
- Are poisonous substances labeled as such?

Other (All answers should be "no")

- Do employees carry supplies or instruments on or in their garments? This includes scissors, hair clips, combs, neck dusters, etc.
- Are prohibited services being offered?
- Are there any supplies, equipment, or instruments in the establishment which are out of the ordinary for the type of business conducted, e.g., chemicals, scalpels, supplies, etc.?
- Is the establishment used for sleeping or residential purposes?
- Is there any animal in the establishment causing unsanitary conditions?