



## DAILY SALON SANITIZATION CHECKLIST

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

### **OPENING PROCEDURES**

- Disinfect door handles and high-touch surfaces
- Clean and disinfect reception desk
- Check hand sanitizer stations are filled
- Wipe down waiting area chairs and magazines
- Clean bathroom and restock supplies

Staff initials: \_\_\_\_\_

### **BETWEEN CLIENT PROCEDURES**

- Sanitize styling chair and workstation
- Clean mirrors and surfaces
- Disinfect all tools (scissors, combs, brushes, clips)
- Replace cape/towels with clean ones
- Sweep hair from floor

Staff member: \_\_\_\_\_ Time: \_\_\_\_\_

### **TOOL STERILIZATION LOG**

| Time | Tools Sterilized | Method | Staff Initials |
|------|------------------|--------|----------------|
|      |                  |        |                |
|      |                  |        |                |
|      |                  |        |                |
|      |                  |        |                |

### **COMMON AREA MAINTENANCE**

- Wipe down shampoo bowls and chairs
- Clean product shelves and dispensers
- Mop floors in styling and shampoo areas
- Empty trash bins and replace liners

Staff initials: \_\_\_\_\_

### **CLOSING PROCEDURES**

- Final disinfection of all workstations
- Clean and store all tools properly
- Lock product storage
- Set alarm and lock doors

Manager sign-off: \_\_\_\_\_ Time: \_\_\_\_\_