



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: _____