The Iowa Board of Cosmetology Arts and Sciences is providing this Self-Inspection Checklist as a tool to assist salon owners and managers in complying with the Board's statutes and rules. Salon owners and		
managers are encouraged to complete this tool every six months. Any deficiencies should be corrected		
immediately.  Self-Inspection Checklist*		
	Signs	
	The salon has a sign visible outside the entrance designating it as a place of business.	
	The most current salon renewal card is posted in the front entrance area at eye level so that it is visible to the public.	
	Sanitation rules and inspection report are posted at eye level near the front entrance.	
	All individuals working in the salon have a current license and renewal cards are displayed near the front entrance at eye level.	
Facility		
	Building standards. Salons will have and maintain:  1. A service area that is equipped with exhaust fans or air filtration equipment that is of sufficient capacity to be capable of removing chemical fumes from the air;  2. An area for the storing and dispensing of supplies and sanitizing of all implements;  3. A reception area;  4. Hot and cold running water and clean lavatory facilities;  5. Safe drinking water;  6. Hand-washing facilities;	
	<ul> <li>7. Adequate lighting;</li> <li>8. Work surfaces that are easily cleaned; and</li> <li>9. A complete first-aid kit in a readily accessible location on the premises. At a minimum, the first-aid kit must include adhesive dressings, gauze and antiseptic, tape, triple antibiotics, eyewash, and gloves.</li> </ul>	
	The salon is meeting the Smoke free Air Act.	
	The salon does not have on the premises cosmetic products containing substances which have been banned or otherwise deemed hazardous by the FDA for use in cosmetic products. Prohibited products include, but are not limited to, any product containing liquid methyl methacrylate monomer and methylene chloride (MMA).	
	The salon does not have heel shavers.	
	The salon does not provide fish pedicures.	
Ш	The salon does not use chamois buffers.	
	Pets. Dogs (except dogs providing assistance to individuals with physical disabilities), cats, birds, or other animals are not permitted in a salon. This rule does not apply to fish in an aquarium provided the aquarium is maintained in a sanitary condition.	
Sanitation		
	Universal precautions are being observed by all individuals working in the salon.	
	A sharps container for disposing of used needles, razor blades and other sharp instruments is present.	
	Disposable material that will release blood is disposed of in a red hazardous waste bag.	
	Individuals working at the salon wear disposable gloves when cleaning up blood, bodily fluids containing visible blood, or bodily fluids.	
	Services are NOT provided to clients with weeping dermatitis or draining lesions.	
	All Instruments and implements are disinfected.	
	All disposable instruments and supplies that have been used on a client are placed in the proper receptacles.	
	Disinfectant at each work station.	

	Tools and implements are disinfected by complete immersion in an EPA-registered, bactericidal, virucidal,
	fungicidal, pseudomonacidal, and tuberculocidal disinfectant that is effective against HIV-1 and human Hepatitis
	B virus.
	Disinfected implements are stored in a disinfected, dry, covered container.
	Disinfectant solutions are changed at least once per week.
	Scissors, trimmers, clippers, handles of hair dryers and curling irons, and other implements that cannot be
	immersed in a disinfectant are cleaned and disinfected after each use.
	Instruments and supplies that cannot be disinfected (for example, cotton pads, sponges, applicators, emery
	boards, nail buffers, arbor or sanding bands, sleeves, toe separators and neck strips) are disposed of in a waste
	receptacle immediately after use.
	Liquids, creams, powders and cosmetics used for patrons are kept in closed, labeled containers.
	All fluids, semifluids and powders are dispensed with an applicator or from a shaker, dispenser pump, or spray-
	type container.
	A clean storage area is provided for clean towels and linen, and a hamper or receptacle is provided for all soiled
	towels, robes and linens.
	After use for each client, the circulating and non-circulating tubs, bowls, and spas are drained of water and any
	visible debris removed, disinfected with an EPA-registered, bactericidal, virucidal, fungicidal, pseudomonacidal,
	and tuberculocidal disinfectant that is effective against HIV-1 and human Hepatitis B virus, regardless of whether
	the disinfectant is a sample or purchased.
	At the end of the day, all circulating and non-circulating tubs, bowls, and spas removable parts, such as filters,
	screens, drains, and jets, are cleaned and disinfected.
	Paraffin wax is used according to the manufacturer's instructions and kept free of any debris and kept covered
	when not in use.
Records	
	Records. Client records and appointment records are maintained for a period of no less than three years
	following the last date of entry.
	A record is maintained for each pedicure station with the date and time of the daily cleaning and disinfecting.

## References

Website: <a href="http://www.idph.state.ia.us/licensure/Cosmetology.aspx">http://www.idph.state.ia.us/licensure/Cosmetology.aspx</a>

Phone: Iowa Bureau of Professional Licensure: 515-281-0254

<u>Iowa Code Chapter 157</u>

<u>Chapter 61 Licensure of Salons and Schools of Cosmetology Arts & Sciences</u>

<u>Chapter 63 Sanitation for Salons and Schools of Cosmetology Arts & Sciences</u>

\*This Checklist is being provided as a courtesy. The items listed here are not designed to be exhaustive or to serve as a replacement for an inspection conducted by the Iowa Department of Inspections and Appeals. Salon owners and managers should familiarize themselves with the official published versions of the Board of Cosmetology Arts and Sciences statutes and rules.