

## Self-Inspection Checklist\*

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.

**Salon Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

### Signs

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | This salon has a sign visible outside the entrance designating it as a place of business.  |
| <input type="checkbox"/> | The most current salon license renewal card is posted in the salon front entrance providing the public a full, unobstructed view of the license. Photo and electronic copies are not acceptable.   |
| <input type="checkbox"/> | All individuals working in this salon have the most current license renewal card posted in the salon front entrance area to provide the public a full, unobstructed view of the license. Photo and electronic copies are not acceptable. |

### Facility

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>Building standards. This salon has and maintains:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. A dispensary - a separate physical location or area in a salon or school to be used for the storing and dispensing of supplies and cleaning and disinfecting of all implements. The dispensary is where products, chemicals and disinfectants are prepared, measured, mixed, portioned, and disposed of.;</li> <li>3. A reception area;</li> <li>4. Hot and cold running water and clean lavatory facilities;</li> <li>5. Safe drinking water;</li> <li>6. Hand-washing facilities;</li> <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> </ol> |
| <input type="checkbox"/> | This salon is meeting the Smoke free Air Act.  |
| <input type="checkbox"/> | This 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).  |
| <input type="checkbox"/> | This salon does NOT have razor-edged, grating or rasp microplaner pedicure instruments designed to remove skin from the bottoms and sides of feet.   |
| <input type="checkbox"/> | This salon does NOT provide procedures involving any animal (e.g., fish, leeches, snails).   |
| <input type="checkbox"/> | This salon does NOT use chamois buffers.   |
| <input type="checkbox"/> | Pets. Dogs (except dogs providing assistance to individuals with physical disabilities), cats, birds, or other animals are not permitted in this salon. This rule does not apply to fish in an aquarium provided the aquarium is maintained in a sanitary condition.   |

### Infection Control

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Universal precautions are being observed by all individuals working in this salon.   |
| <input type="checkbox"/> | A sharps container for disposing of used needles, razor blades and other sharp instruments is present.                                     |
| <input type="checkbox"/> | Individuals working at this salon wear disposable gloves when cleaning up blood, bodily fluids containing visible blood, or bodily fluids. |
| <input type="checkbox"/> | Licensees and students shall wear disposable gloves or may refuse to provide a service when encountering clients with open sores.          |
| <input type="checkbox"/> | All instruments and implements are cleaned and disinfected after each use.   |
| <input type="checkbox"/> | All single-use instruments and supplies that have been used on a client are disposed of in a waste receptacle immediately after use.       |

<input type="checkbox"/>	All immersible nonporous tools and implements are disinfected by cleaning the tools and implements followed by complete immersion in an EPA-registered, bactericidal, virucidal, fungicidal, pseudomonacidal chemical solution that is effective against HIV-1 and human Hepatitis B virus and is intended to destroy or irreversibly inactivate specific viruses, bacteria, or pathogenic fungi, but not necessarily their spores, on nonporous items and surfaces.
<input type="checkbox"/>	Disinfected implements are stored in a disinfected, dry, covered container and isolated from contaminants. This container is disinfected at least once each week and whenever visibly dirty.
<input type="checkbox"/>	Disinfectant solutions are changed as instructed on the solution's manufacturer label and whenever visibly dirty.
<input type="checkbox"/>	Scissors, trimmers, clippers, handles of hair dryers and curling/flat irons, and other nonporous implements that cannot be immersed in a disinfectant are cleaned and disinfected after each use with an EPA-registered bactericidal, virucidal, fungicidal, pseudomonacidal chemical spray or wipe that is effective against HIV-1 and human hepatitis B virus and is intended to destroy or irreversibly inactivate specific viruses, bacteria, or pathogenic fungi, but not necessarily their spores, on nonporous items and surfaces.
<input type="checkbox"/>	Single-use instruments and supplies that cannot be disinfected (for example, cotton pads, sponges, wooden applicators, emery boards, pumice stones, nail buffers, buffing bits, arbor or sanding bands, sleeves, toe separators and neck strips) are disposed of in a waste receptacle immediately after use.
<input type="checkbox"/>	Liquids, creams, powders and cosmetics used for patrons are kept in closed, labeled containers.
<input type="checkbox"/>	All fluids, semifluids and powders are dispensed with an applicator or from a shaker, dispenser pump, or spray-type container. Prohibited roll-on wax products are NOT present. Applicators made of wood are discarded after a single dip, which is one use.
<input type="checkbox"/>	A clean storage area is provided for clean towels and linen, and a covered hamper or receptacle marked "used" is provided for all soiled towels, robes and linens.
<input type="checkbox"/>	All cloth towels, robes and similar items are laundered in a washing machine with laundry detergent used according to the manufacturer's directions. All linens are dried until hot to the touch. No moisture is left in laundered items.
<input type="checkbox"/>	After use for each client, this salon follows this procedure for cleaning and disinfecting circulating and noncirculating tubs, bowls, or basins: 1. Drain the water and remove any visible debris; 2. Clean the surfaces according to the manufacturer's instructions, use a brush to remove all film, and rinses the tub, bowl, or spa basin; 3. Fill the tub, bowl, or spa basin with water and add disinfectant; 4.. Allow the disinfectant to stand for noncirculating tubs, bowls, or basins or to circulate for circulating tubs, bowls, or basins for the time specified according to the manufacturer's instructions; and 5. After disinfection, drain and rinse with clean water.
<input type="checkbox"/>	At the end of the day, this salon removes all removable parts from all circulating-and non-circulating tubs, bowls, and spas, such as filters, screens, drains, and jets, and cleans and disinfects the removable parts as follows: 1. Scrub with a brush and soap or detergent until free from debris, and then rinse. 2. Completely immerse in disinfectant. 3. Rinse and air dry. 4. Replace the disinfected parts into the tubs, bowl, or basin or store the parts in a disinfected, dry, covered container that is isolated from contaminants.
<input type="checkbox"/>	Paraffin wax is used according to the manufacturer's instructions. This salon does NOT contaminate the remaining wax in the paraffin bath. The following procedures apply: 1. The client shall be free of broken skin or any skin disorder; 2. Hands or feet of a client shall be cleaned before being dipped into paraffin wax. The client's hands and feet shall not be dipped into the original wax container. The wax shall be removed from the original container and placed in a single-use bag before dipping. Any unused wax remaining in the single-use bag shall be discarded after dipping; 3. Paraffin wax that has been removed from a client's hands or feet shall be discarded after each use; and 4. Paraffin wax shall be kept free of any debris and kept covered when not in use.

## Records

<input type="checkbox"/>	Records. Client records and appointment records are maintained for a period of no less than three years following the last date of entry. Proper safeguards shall be provided to ensure the safety of these records from destructive elements.
<input type="checkbox"/>	A record is maintained for each pedicure station with the date and time of the daily cleaning and disinfecting. This record is made at or near the time of cleaning and disinfecting. Records of cleaning and disinfecting shall be made available upon request by a client, inspector or investigator. The record must be signed by a licensee and include the licensee's license number beside each recorded cleaning event. Foot spa records shall be maintained for two years from the date of the cleaning.
<input type="checkbox"/>	Upon request, any licensed manager or staff person is prepared to make Chapter 63, <i>Infection Control for Salons and Schools of Cosmetology Arts and Sciences</i> , and the most recent inspection report available to the board, agents of the board, all persons employed or studying in a salon or school, and the general public.

\_\_\_\_\_  
Salon License Number

\_\_\_\_\_  
Name & Title of Person Completing Checklist & License Number

\_\_\_\_\_  
Date

## References

**645—63.1(157) Definitions.** For purposes of these rules, the following definitions shall apply:

*"Cleaning"* refers to removing visible debris and disposable parts, washing the surface or item with water and soap or detergent, rinsing the surface or item thoroughly and drying the surface or item. Cleaning must occur before disinfection can begin.

*"Disinfectant"* means an EPA-registered bactericidal, virucidal, fungicidal, pseudomonacidal chemical solution, spray or wipe that is effective against HIV-1 and human hepatitis B virus and is intended to destroy or irreversibly inactivate specific viruses, bacteria, or pathogenic fungi, but not necessarily their spores, on nonporous items and surfaces.

*"Disinfection"* means the procedure that kills pathogenic microorganisms, but not necessarily their spores.

*"Dispensary"* means a separate physical location or area in a salon or school to be used for the storing and dispensing of supplies and cleaning and disinfecting of all implements. The dispensary is where products, chemicals and disinfectants are prepared, measured, mixed, portioned, and disposed of.

*"Nonporous"* means an item that lacks minute openings or crevices that keep air, water and bacteria from entering the item.

*"Porous"* means an item that contains minute openings or crevices that allow air, water and bacteria to enter the item, such as untreated wood, paper and cardboard.

*"Sterilization"* means the procedure that kills all microorganisms, including their spores.

*"Universal precautions"* means practices consistently used to prevent exposure to blood-borne pathogens and the transmission of disease.

*"Wash hands"* means the process of thoroughly washing hands and the exposed portions of the arms up to the elbow with soap or detergent and water and drying with a single-use towel or air dryer. Bar soap shall not be set out for common use.

Website: [Iowa Board of Cosmetology Arts and Sciences](http://www.iowadepartmentofpublichealth.com)

Iowa Bureau of Professional Licensure 515-281-0254

[Iowa Code Chapter 157](#)

[Chapter 61 Licensure of Salons and Schools of Cosmetology Arts & Sciences](#)

[Chapter 63 Sanitation for Salons and Schools of Cosmetology Arts & Sciences](#)

**\*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.**

Board Office Notes: \_\_\_\_\_