

## School Self-Inspection Sheet

Conducting regular self-inspections will help you remain in compliance with the Arizona Barbering and Cosmetology Board's rules and regulations. It will also reduce the number of violations cited during an inspection. The following guidelines will help with self-inspections.

### Licensing

1. Do you have an active and valid establishment license? Does the address on the license reflect the address where your location is? (A.R.S. § 32-543)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is your establishment license posted in a conspicuous location? (A.R.S. § 32-543)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is your last inspection sheet posted? (A.R.S. § 32-543, A.A.C. R4-10-113(A))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have an outside sign indicating your business? Does the sign match the name on the school license(s)? Are you advertising with the same name on the license? (A.A.C. R4-10-111)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you have the licenses displayed of all instructors near the school entrance and visible to the public? (A.A.C. R4-10-111(B))	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Safety and Sanitation

<p>6. Are any prohibited hazardous materials in the establishment? No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer (MMA) and methylene chloride, are allowed on the establishment premises. (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. Are you disposing of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8. Is there a First Aid kit available? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>9. Do you have a copy of the IFP guidelines? (A.A.C. R4-10-111(E))</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>10. Is the disinfectant solution set up at all times the establishment is open? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>11. Do you have non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily? (A.A.C. R4-10-112(A)(1))</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>12. Are the correct disinfectant procedures being followed on both non-electrical and electrical equipment? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>14. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty"? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>15. Are the clean instruments stored in a covered container labeled "Ready to Use"? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>16. Are you ensuring that all circulating and noncirculating tubs or spas are cleaned after each client and at the end of the day by following the manufacturer's instructions? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>17. Is there hot and cold running water in the establishment? (A.A.C. R4-10-112)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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18. Is there a public restroom? Is it clean? Does the restroom have running water, liquid soap, and disposable towels? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. If you are storing equipment and supplies in the restroom, is it locked in a cabinet? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Are clean linens provided for each client and laundered after each use? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Are clean towels, sheets, robes, linens, and smocks stored in a clean, covered cabinet or container? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Are soiled towels, robes, gowns, smocks, linens, and sheets stored in a ventilated, covered container? (A.A.C. R4-10-112(A))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Do all employees wash their hands or use an equally effective alcohol-based product before providing services to each client? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Do employees wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed? Are employees discarding gloves immediately after use? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Are headrests and/or treatment tables disinfected at least daily and covered with a clean towel, sheet, or paper for each client? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Are shampoo bowls and neckrests cleaned and disinfected after each use? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Do you make sure your employees do not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket? (A.A.C. R4-10-112).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Are employees disposing of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, students, clients, and sanitation workers safe? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

30. Are you discarding hair and nail clippings immediately after each client? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. Are counters being disinfected after each client? (A.A.C. R4-10-112)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. If teaching eyelash extensions, are lashes stored in the original tray or jar in a covered container that is free from debris or contaminants? (A.A.C. R4-10-112(R))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33. If teaching eyelash extensions, are you keeping the tape dispensers inside labeled, clean, closed drawers? (A.A.C. R4-10-112(R))	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**School Management**

34. Are you maintaining student records at the school? (A.A.C. R4-10-305(A))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. If a student withdraws or transfers to another school, are you keeping a copy of the student's transcript, forwarding a copy of the student's certificate of hours to the student, and removing the student from the school records and monthly report? (A.A.C. R4-10-305(B))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36. Are you maintaining a complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips? (A.A.C. R4-10-305(C))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37. Are you maintaining individual student files with the necessary information? (A.A.C. R4-10-305(C)(3))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38. Are you maintaining academic transcripts, attendance and hour records, or time cards? (A.A.C. R4-10-305(C))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
39. Are you keeping an accurate monthly report with the required information? (A.A.C. R4-10-305(D))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. Are you providing a certificate of graduation to each student? (A.A.C. R4-10-305(E))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Do you have a complete file on all current curriculum requirements? (A.A.C. R4-10-306(E))	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Instruction area**

42. Do you have sufficient instructional fixtures and facilities for instructor and student use? (A.A.C. R4-10-306(A)(2))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
43. Do you have a board to write or post materials during instruction? (A.A.C. R4-10-306(A)(3))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44. Do you have a secured area for personal items of students and instructors? (A.A.C. R4-10-306(A)(4))	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
45. Do you have a sink for every 50 students? (A.A.C. R4-10-306(A)(5))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
46. Do students have access to a standard dictionary, medical dictionary, anatomy chart, curriculum instruction manuals or textbooks? (A.A.C. R4-10-306(C))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
47. Do you have equipment, tools, instruments, materials, and supplies that students need to perform assignments and for instructional purposes? (A.A.C. R4-10-306(B))	<input type="checkbox"/> Yes	<input type="checkbox"/> No