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Establishment 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.

Establishment License

- 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) [ ] Yes [ ] No
2. Is your establishment license posted in a conspicuous location? (A.R.S. § 32-543) [ ] Yes [ ] No
3. Is your last inspection sheet posted? (A.R.S. § 32-543) [ ] Yes [ ] No
4. Do you have an outside sign indicating your business? Does the sign match the name on the establishment license(s)? (A.A.C. R4-10-111) [ ] Yes [ ] No
5. Is there a First Aid kit available? (A.A.C. R4-10-112) [ ] Yes [ ] No
6. Do you have a copy of the IFP guidelines? (A.A.C. R4-10-111) [ ] Yes [ ] No
7. 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) [ ] Yes [ ] No

**Personal Licenses**

8. Do all employees have an active, valid Arizona license? (A.A.C. R4-10-111)  Yes  No
9. Is each license conspicuously posted in the licensee's primary work area? (A.A.C. R4-10-111)  Yes  No

**Safety and Sanitation**

10. 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)  Yes  No
11. Do you have an Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, disinfectant effective against HIV and human hepatitis B virus, that is mixed and used according to manufacturer's directions on all tools, instruments, and equipment? (A.A.C. R4-10-112)  Yes  No
12. Is the disinfectant solution set up at all times the establishment is open? (A.A.C. R4-10-112)  Yes  No
13. Do you have non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily? (A.A.C. R4-10-112)  Yes  No
14. Are the correct disinfectant procedures being followed on both non-electrical and electrical equipment? (A.A.C. R4-10-112)  Yes  No
15. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (A.A.C. R4-10-112)  Yes  No
16. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty"? (A.A.C. R4-10-112)  Yes  No
- Yes  No

17. Are the clean instruments stored in a covered container labeled "Ready to Use"? (A.A.C. R4-10-112)
18. 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)  Yes  No
19. Is there hot and cold running water in the establishment? (A.A.C. R4-10-112)  Yes  No
20. 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)  Yes  No
21. If you are storing equipment and supplies in the restroom, is it locked in a cabinet? (A.A.C. R4-10-112)  Yes  No
22. Are clean linens provided for each client and laundered after each use? (A.A.C. R4-10-112)  Yes  No
23. Are clean towels, sheets, robes, linens, and smocks stored in a clean, covered cabinet or container? (A.A.C. R4-10-112)  Yes  No
24. Are soiled towels, robes, gowns, smocks, linens, and sheets stored in a ventilated, covered container? (A.A.C. R4-10-112)  Yes  No
25. 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)  Yes  No
26. 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)  Yes  No
27. 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)  Yes  No
28. Are shampoo bowls and neckrests cleaned and disinfected after each use? (A.A.C. R4-10-112)  Yes  No
29. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (A.A.C. R4-10-112)  Yes  No

30. 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).  Yes  No
31. Are employees disposing of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing of it in a manner that keeps licensees, students, clients, and sanitation workers safe? (A.A.C. R4-10-112)  Yes  No
32. Are you discarding hair and nail clippings immediately after each client? (A.A.C. R4-10-112)  Yes  No
33. Are counters being disinfected after each client? (A.A.C. R4-10-112)  Yes  No

**OTHER**

34. Are nippers only being used to remove loose cuticles? (A.A.C. R4-10-112)  Yes  No

**All answers should be "No"**

35. Is the establishment used for sleeping or residential purposes? (other than an establishment located in a residence) (A.A.C. R4-10-112)  Yes  No
36. Do you have any pets in the establishment? Only fish in aquariums and service animals (which do not include emotional support animals) are allowed in an establishment (A.A.C. R4-10-112)  Yes  No