

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
17. Are the clean instruments stored in a covered container labeled "Ready to Use"? (A.A.C. R4-10-112) Yes No
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

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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 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