

Salon opening and closing checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Opening checklist Before the first client

TASK	TIME	INITIALS
Arrival		
☐ Disarm the alarm and check for any sign of a break-in		
☐ Turn on the lights, music, and heating or cooling		
☐ Check the floor is clean and dry, and the exits are clear		
Reception and bookings		
☐ Switch on the booking system, the card reader and the till		
☐ Check today's bookings, and confirm any that aren't confirmed		
☐ Check messages and online bookings, and reply to them		
☐ Count the cash float		
☐ Tidy the waiting area and the retail shelves		
Stations and tools		
☐ Check each station has clean, disinfected tools in a closed container		
☐ Put out fresh towels, capes and gowns at each station		
☐ Check the chairs, basins and dryers work		
☐ Check the cords of irons, clippers and dryers for damage		
Color bar and treatment rooms		
☐ Check there's enough color and developer for today's bookings		
☐ Check gloves, foils, bowls and brushes are stocked		
☐ Make up treatment beds with clean linen		
☐ Switch on the wax heaters and towel warmers in time to heat up		
Team briefing		
☐ Go through the day's bookings, new clients and any running late		
☐ Check any client booked for color has a patch test on record As your patch test policy requires, usually 48 hours before the service.		
☐ Agree who covers reception, walk-ins and breaks		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Closing checklist After the last client

TASK	TIME	INITIALS
Stations and tools		
☐ Sweep hair from every station and the floor		
☐ Clean and disinfect combs, brushes and tools, then store them covered Clean first, then disinfect for the full contact time on the label.		
☐ Wipe down the chairs, mirrors, trolleys and work surfaces		
☐ Clean the basins and remove hair from the drains		
☐ Switch off and unplug irons, dryers, wax heaters and towel warmers		
Color bar		
☐ Throw away mixed color, and wash the bowls and brushes		
☐ Cap and put away every product		
☐ Note the stock used, and add anything low to the order		
Laundry		
☐ Wash the used towels, capes and gowns		
☐ Put away clean laundry, covered		
Reception and cash-up		
☐ Count the cash and card takings and match them to the till report		
☐ Lock away the cash and record the float for tomorrow		
☐ Check tomorrow's bookings and send any reminders		
Lock-up		
☐ Empty the bins and take out the rubbish		
☐ Clean the toilet and staff room		
☐ Turn off the lights, music, and heating or cooling		
☐ Lock all doors and windows and set the alarm		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____