Salon weekly deep clean checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Weekly deep clean

On the quietest day each week

TASK	TIME	INITIALS
Stations and chairs		
☐ Clean chairs, including the base and under the seat		
☐ Empty and clean every station drawer and tool holder		
☐ Clean mirrors and light fittings		
Basins and dryers		
☐ Clean basin drains and remove hair from the traps		
☐ Clean hood dryers and clean the hairdryer filters		
Colour bar and laundry		
☐ Clean the colour bar, bowls and scales		
☐ Check stock dates and throw out expired products		
☐ Clean the washing machine seal and dryer lint filter		
Front of house		
☐ Dust retail shelves and products		
☐ Clean the reception desk, card machine and screen		
☐ Wash floors under stations and clean skirting boards		

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