

Self Inspection Check List

This document is provided as a courtesy by the Minnesota Board of Cosmetologist Examiners. It is meant to serve as a guide for the business owner or licensee to conduct a self-inspection of their BCE-licensed establishment. This is not an inclusive list of all violations. Performing a self-inspection does not replace a formal Board inspection.

Work Areas and Work Stations

- Each work area has at least one designated sink for handwashing and cleaning and disinfecting of tools and implements equipped with the following:
 - Hot and cold running potable water plumbed in
 - Liquid or foam soap
 - Single-service paper or cloth towels
 - Waste receptacle or hamper for soiled towels
- Power strips and extension cords are never “daisy-chained.”
- All lighting, vents, and other fixtures are kept clean and in good repair.
- All walls, ceilings, and floors are kept clean and in good repair.
- All furniture in work areas have washable coverings or finishes, and are kept clean and in good repair.
- Salon space is never used for residential purposes and is kept separate from residential areas by a permanent, solid, floor to ceiling partition.

Licensing

- The establishment and all its practitioners have current and active licenses.
- The establishment’s license(s) is/are conspicuously posted in the reception area.
- Each practitioner’s individual license is posted at their assigned work station – or – each practitioner’s license is conspicuously posted in the reception area with their name posted at their work station or on name badge, if worn.
- Services performed must be within the scope of practice for the individual license held. For example, a nail technician can only provide services related to the cosmetic care of the hands or feet; an esthetician can only provide services for the cosmetic care of the skin; an eyelash technician can only provide eyelash extension services.

Infection Control

- Only hospital-level disinfectants that are EPA-registered as bactericidal, viricidal, and fungicidal are used.
- All disinfectable implements are properly cleaned and disinfected.
- All cleaned and disinfected implements, including clean towels and linens, are stored in clean, closed containers.

- All used, disinfected implements, are stored in covered, closed containers labeled “used” immediately after the service unless immediately cleaned and disinfected.
- All used or soiled towels, linens, and capes are stored in closed containers labeled “used.”
- Used implements made of porous material are immediately disposed of after each service.
- All licensees are washing their hands before providing any service to a client.
- Hair is removed from shampoo bowls immediately after each shampoo service.
- Work surface areas where services are performed (shampoo bowls, facial or waxing chairs or beds, etc.) must be protected from skin contact by a clean cloth or paper towel or sheet.
- All electric implements are properly cleaned, disinfected, and stored per rule.
- All new and disinfected implements are stored in a clean, closed container, and separate from unclean items.
- Paraffin wax is always portioned out for each client in a bag or other container or dispensed in a manner that prevents contamination of the unused supply.
- All pedicure thrones and tubs are properly cleaned and disinfected after each use.
- Patch tests are offered when the manufacturer’s use directions recommend, advise or require.

Prohibitions

- The establishment does not use and does not have any callus shavers, rasps, graters, credo blades, or any other implements used to cut below the skin surface.
- The establishment does not use and does not contain any UV light sterilizer “light boxes.”
- Porous implements are not being reused. Used implements made of porous material are disposed of immediately after use. Implements made of porous material cannot be cleaned and disinfected.
- Paper or plastic bags are not used to store implements, unless a properly maintained and operated autoclave is used to first sterilize the implements.

Designated Sink and Disinfecting Area & Public Restrooms

- The following is equipped:
 - A sink (shampoo bowl not acceptable unless salon has only one practitioner and one hair station)
 - Single-service paper or cloth towels
 - Liquid or foam hand soap
 - A work surface area sufficient to disinfect the salon’s tools and implements
- All restrooms contain the following:
 - Sink and toilet
 - Liquid or foam hand soap
 - Single-service towels
 - Clean waste receptacle emptied daily
- For salons located in private residences, all hazardous substances and medications are inaccessible to the public by prohibiting public access to the dispensary or by using closed cabinets.
- All supplies are clearly and correctly labeled.

Miscellaneous

- Animals are not present in the establishment. This prohibition does not apply to service animals as defined by the Minnesota Human Rights Act or ADA.
- The establishment maintains a readily accessible National Standard ANSI first aid kit.
- A fire extinguisher is readily available.
- The establishment's inspection report is posted in the reception area.
- The most recent inspection report is conspicuously posted in the reception area or at each customer entrance. The complete unaltered report must be legibly printed on 8 ½ by 11 inch paper.

School-Specific

- All of the above standards are met.
- The school license and all individual licenses are current and conspicuously displayed in the school clinic or clinic reception area.
- A sign stating "All services performed by students" is conspicuously displayed in each reception area.
- At least 1 licensed instructor is present for every 20 students physically at the school, and 2 licensed instructors are always present.
- All students are supervised while on the clinic floor.
- Students performing clinic services have successfully completed the required hours of preclinical training.
- Every student and licensee in the school is wearing their name tag.
- Complete, accurate, and detailed records are retained of all payments from financial transactions with students.
- Daily and monthly records and reports are maintained that include student hours, work progress, examinations, assessments, and daily clinical experience.
- All student records are legible, kept up-to-date, and are stored in a secure, orderly fashion on the school premises for at least 5 (five) years from the date of the student's termination or completion of training.
- Students receive credit only for hours spent training for licensed cosmetology services, except where outlined in rule.
- Restrooms are available in the school, or in an adjacent common area.
- There are at least one dozen clean towels per student on the clinic floor that are maintained, in good repair, and available to students.
- The following reference materials are available to students: an American language dictionary, charts for basic anatomy of hair, skin, and nails, trade magazines and publications, and a current copy of Minnesota statutes and rules pertaining to the regulation of the practice of cosmetology.
- The school provides the students with all supplies and materials necessary to perform all clinical services and classroom exercises.
- The school provides at least one mannequin with hair for each cosmetology student, and one mannequin without hair for each esthetician student.

Note: Establishment licenses do not transfer to new owners or new locations. Establishments have 60 days to obtain a new license after the establishment takes new ownership or changes location.