[Company name]

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Salon cleaning checklist

Daily salon cleaning - stations, backwash and client areas.

Date: _____

Checked by: _____

Checks

[ ] Styling stations wiped down and tools put away Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Backwash basins cleaned and disinfected Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] All cutting tools and brushes cleaned Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Towels collected for laundry; fresh towels stocked Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Floors swept and mopped (hair-free) Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Mirrors cleaned Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Toilets cleaned and restocked Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Reception area tidied Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Bins emptied Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Laundry started / put away Yes **[ ]** No **[ ]** N/A **[ ]**

Actions required [List any issues found and what was done]

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____