Broombook

Free printable checklist

Salon cleaning checklist

Stations, shampoo bowls, tools and floors, daily to monthly

Client or site

Date

Cleaner

Salon cleaning checklist for stylists and nail techs

12 tasks

Between every client

- [ ] Sweep hair from around the chair into a dustpan and put it in the covered hair bin, never left on the floor
- [ ] Wipe the chair seat, arms and headrest, and put a fresh towel or paper sheet on the headrest
- [ ] Clean the shampoo bowl with soap and water after each shampoo, and disinfect it where your state requires
- [ ] Put used towels, capes and smocks in the closed soiled-linen container
- [ ] Clean, then disinfect, combs, brushes, shears and clippers the way your state board requires, and store them in the clean, covered container
- [ ] Wipe the station counter and mirror edge where product splashed

End of the day

- [ ] Empty disinfectant jars, clean them and refill with fresh solution mixed to the label
- [ ] Wipe down the whole station, the mirror and the tool drawer
- [ ] Clean the color bar: bowls, brushes, scale, counter and the sink trap screen
- [ ] Run or send the laundry so clean towels are ready for the morning
- [ ] Clean pedicure basins and disinfect filter screens and jets by the state rule, if the salon does nails
- [ ] Restock paper, soap and neck strips, and note what is low

Nightly salon cleaning checklist

30 tasks

Reception and retail

- [ ] Clean entry door glass, handles and the front desk counter
- [ ] Clean and disinfect the card terminal (spray the cloth), phone, keyboard and pens
- [ ] Wipe waiting chairs, side tables and the drinks station
- [ ] Dust retail shelves at hand height and straighten product
- [ ] Empty trash and recycling and replace liners

Shampoo area and color bar

- [ ] Clean and disinfect shampoo bowls, faucets, neck rests and the chair
- [ ] Pull hair from the bowl drains and wipe the backsplash
- [ ] Wipe the color bar counter, sink and splash walls; put color-stained bowls in the sink for staff

Styling stations

- [ ] Sweep and pick up every strand of hair around each station, then under the chair base
- [ ] Clean mirrors and the mirror frames
- [ ] Clean, then disinfect, chair seats, arms, backs and hydraulic bases
- [ ] Wipe station counters, drawer fronts and the outside of tool holders without opening the clean tool containers
- [ ] Wipe dryer hoods, rolling carts and the outside of hot-tool holders once they are cool
- [ ] Empty each station’s covered hair bin and trash and replace the liner

Shampoo area and color bar (continued)

- [ ] Wipe product shelves and the fronts of the dispensary cabinets

Nightly salon cleaning checklist (continued)

Shampoo area and color bar (continued)

- [ ] Mop the shampoo area floor last, where water and color drip

Restrooms and laundry

- [ ] Clean and disinfect the toilet, seat, flush handle, sink, faucet and counter
- [ ] Clean the mirror and the outside of dispensers; refill soap, paper towels and toilet paper
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Wipe the washer and dryer tops and the folding counter; keep clean towels in the closed cabinet
- [ ] Mop the floor with a wet floor sign out

Nail and treatment rooms

- [ ] Wipe manicure tables, lamps, armrests and client chairs
- [ ] Wipe the outside of pedicure chairs, footrests and basins after staff have disinfected them
- [ ] Wipe treatment beds, stools and counters, and leave fresh paper or linen for staff to set
- [ ] Vacuum nail dust from the floor, table edges and vents with a filtered vacuum
- [ ] Empty trash, including the covered bin for used files and buffers

Floors and close

- [ ] Sweep or vacuum the whole floor, including under chairs, carts and along baseboards where hair collects
- [ ] Damp-mop hard floors with a neutral cleaner, working toward the door
- [ ] Empty the main trash and take hair and food waste out of the building
- [ ] Check that disinfectant jars are covered and labeled, and leave the lights and alarm as the owner asked

Weekly salon cleaning checklist

9 tasks

Detail

- [ ] Wipe chair bases, foot pedals and the floor under each hydraulic base where hair mats
- [ ] Dust the full height of retail shelves, product displays and window ledges
- [ ] Clean interior glass, mirrors edge to edge, and the inside of the storefront window
- [ ] Descale shampoo bowl faucets and spray heads, and the restroom fixtures
- [ ] Clean the inside of the microwave and the fridge in the break area

Equipment and dust

- [ ] Wipe dryer hoods inside and out, dryer chairs and steamers after staff confirm they are off and cool
- [ ] Vacuum the lint filter area and behind the washer and dryer
- [ ] Wipe fan blades, air purifier housings and the vents in the nail area
- [ ] Wash the hair bins and trash cans and let them dry

Monthly and quarterly salon cleaning checklist

10 tasks

Monthly

- [ ] High dusting of light fixtures, pendant lamps, ceiling fans and signage
- [ ] Wash walls behind stations and the shampoo bowls where product and water splash
- [ ] Clean baseboards and door frames, and pull the chairs out to clean under every station
- [ ] Machine-scrub the floor and clean grout in the shampoo and restroom areas
- [ ] Check the janitor closet: stock, labeled bottles and safety data sheets

Quarterly or as scheduled

- [ ] Change or clean HVAC filters and the nail area ventilation filters with the owner
- [ ] Clean exterior storefront glass and the sign, if in scope
- [ ] Deep-clean upholstery on waiting chairs and treatment beds
- [ ] Strip and refinish or re-seal hard floors on the salon’s schedule
- [ ] Walk the salon with the owner before the state inspection season and update the checklist