

Safety & Security Checklist for Tanning Salons

Safety Inspection	Implementation			
	OK	Needs Attention	N/A	Your Goals
<u>Housekeeping</u>				
Walking surfaces				
Stairs				
Aisles, doors, windows				
Material & equipment storage				
Cleaning supply storage				
Means of egress clear				
<u>Fire protection</u>				
Extinguishers (monthly/annual checks)				
Sprinkler riser (monthly/annual checks)				
Flammable material storage				
Surge protectors				
Electrical in conduit & insulation/grounding sound				
Water shut off valve identified				
Dryer vent check				
<u>Life safety</u>				
Emergency lighting/back-up power				
Exits identified/lighted signs				
Emergency action plan in place				
Emergency evacuation maps & training				
Alarms functional				
First aid/CPR trained personnel available				
<u>Ergonomics</u>				
Proper workstation design				
Excessive weights/lifting				
Excessive reaches				
Excessive repetition				
Excessive twisting				
Material handling (cleaning solutions, eyewear, laundry, etc)				

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	Implementation			
	OK	Needs Attention	N/A	Your Goals
Security Inspection				
Back door locked from outside entrance allowing egress				
Back door not used as employee entrance				
Customer side door locked				
Staff not working alone				
Panic button installed and in good location				
Emergency phone system posted and drills done				
Video surveillance				
Very visible video surveillance signage				
Well lighted front and rear, and parking areas				
Police audit done annually for advice on security measures				
Money handling: drops to safe frequency (\$150 max in till)				

Nightly Cleaning Checklist for Tanning Salons

Nightly Cleaning Checklist

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Front Lobby							
Clean lotion case glass							
Clean front door glass							
Clean salon window glass inside & out							
Clean appointment counter							
Clean all furniture: front desk/shelves/doors							
Restock / straighten shelves							
Stock clean towels							
Clean/straighten lotion packet counter							
Straighten/rotate clothing racks							
Beds / Stand-Ups							
Clean bed frames							
Clean top/bottom acrylics							
Vacuum behind/sides of beds							
Clean walls/door knobs/etc.							
Clean goggles							
Sweep & mop							
Clean mirrors							
Empty trash cans							
Clean all chairs, etc. in rooms							
Wipe down fans							
Shake out/vacuum rugs in rooms							
Bathrooms							
Clean sink							
Clean toilet							
Sweep & mop							
Fill supplies							
Clean mirrors							
General							
Check outdoor sign illumination							
Vacuum/mop hallways							
Empty trash							
Log out of internet & software system							
Shut down computer							
Turn off Mystic Tan compressor							
Turn off music							
Turn off surge protectors							
Turn off all lights							
Lock front and back doors							
Activate alarm							