BOARD OF COSMETOLOGY
714 S.W. Jackson, Ste. 100, Topeka, Kansas 66603
www.kansas.gov/kboc Email: kboc@ks.gov Fax: (785) 296-3002

**COMPLIANCE INSPECTION
CHECKLIST**

Do not submit this Checklist with your application

PRACTITIONER LICENSURE
☐ Licensed practitioner will be present at the compliance inspection
☐ Practitioner's active license will be posted in the establishment at the time of the compliance inspection

CHANGE OF OWNERSHIP & CHANGE OF LOCATION
☐ If the salon is changing ownership, the active salon license must be given to the inspector at the compliance inspection
☐ If the salon is changing locations, the salon license from the prior location must be given to the inspector at the compliance inspection

DISINFECTANTS
☐ EPA-registered bactericidal, viricidal and fungicidal disinfectant and/or bleach (If using bleach, it must be a chlorine bleach with a disinfecting method on the label)
☐ SDS for each disinfectant

DISINFECTANT CONTAINERS & SOLUTION
☐ Containers large enough for full immersion of instruments
☐ Containers are covered
☐ Measuring Cups
☐ **A bleach solution or disinfectant must be prepared at the time of inspection**

BLOOD EXPOSURE KIT
☐ A disinfectant or bleach solution (see Disinfectants above)
☐ Protective gloves
☐ Antiseptic solution
☐ Sterile bandages
☐ Disposable bags (for disposing of contaminated items)

NONELECTRICAL INSTRUMENTS
"Instruments" are all items used on a client that must be cleaned and disinfected and then can be reused. Instruments include brushes, combs, shears, rollers, tweezers, nippers, etc.

Clean Instruments
☐ Stored in labeled, clean, covered drawer, container or cabinet
☐ Only stored with other clean instruments or separated from other items with bins/dividers

Used Instruments
☐ Labeled, covered container for storage of used instruments

ELECTRICAL INSTRUMENTS
☐ Stored in a labeled, clean, covered drawer or container
☐ Only stored with other clean electrical instruments
☐ Clippers may be stored on the workstation if blade is covered

SINGLE-USE ITEMS
☐ Stored in a labeled, clean, covered container or manufacturer's original packaging

PRODUCTS
☐ Labeled and stored in a closed container or kept closed in the manufacturer's original packaging
☐ Kept clean so label is legible

LINENS AND CAPES
☐ Closed and labeled container or enclosed storage area for dirty
☐ Closed and labeled container or enclosed storage area for clean
☐ Washer set to "hot"

SHAMPOO BOWL/SINK
Every cosmetology salon must have a shampoo bowl. Nail technology, esthetics and electrology salons must have a sink. The shampoo bowl/sink must be separate from the restroom and must be located in the premises licensed by the Board

☐ Hot and cold running water
☐ Working shampoo sprayer (bowls only)
☐ Clean and free of hair, debris and product

ESTABLISHMENT
☐ Back bar, workstations, treatment & manicure tables and service chairs are kept clean and disinfected.
☐ Salon is clean and free of dust, hair and nail clippings
☐ Well lighted and ventilated
☐ Waste receptacles are kept covered

RESTROOM
The restroom may be located in the same building as the salon and does not have to be located in the area licensed by the board
☐ Clean
☐ Working sink and toilet
☐ Liquid soap dispenser
☐ Disposable paper towels or air dryer

PROHIBITED ITEMS
☐ Food preparation in the service area
☐ Smoking
☐ Animals (except assistance dogs)
☐ Neck/nail dusters
☐ Razor devices that remove calluses/skin blemishes
☐ MMA (Methyl Methacrylate Monomer)
☐ Instrument organizers or instrument belts

ELECTROLYSIS CLINICS
☐ Single-use needles
☐ Sharp's Container
☐ Ultrasonic Unit
☐ Enzyme Detergent
☐ Dry heat sterilizer or autoclave
☐ Sterilization pouches or test tubes with color strip indicators
☐ Manufacturer's procedure manual for dry heat sterilizer or autoclave
☐ Spore test and log for future spore tests
☐ Counters, treatment tables and equipment made of smooth nonporous surfaces

MOBILE ESTABISHMENTS (in addition to above)
☐ Securely anchored equipment
☐ Water tank with at least a 20-gallon capacity
☐ Holding tank with at least a 20-gallon capacity
☐ Recirculating, flush chemical toilet with holding tank