

SALON INSPECTION REPORT

INSPECTOR: _____ DATE: _____ TIME: _____

Reception Area:

	Yes	No
Mirrors & windows- clean	_____	_____
Carpet-vacuumed	_____	_____
Tables - clean	_____	_____
Magazines-neat & up-to-date	_____	_____
Ashtrays clean & neat	_____	_____
Closet clean & neat	_____	_____
Retail display-attractive & clean	_____	_____
Reception desk-clean & neat	_____	_____
Plants-healthy & attractive	_____	_____
Posters & signs - neat	_____	_____

Cutting Floor:

Styling area floors-swept	_____	_____
Styling stations- clean & orderly	_____	_____
Styling mirrors-clean	_____	_____
Styling chairs-clean	_____	_____
Wall mirrors- clean	_____	_____
Retail station display- attractive	_____	_____

Back Area:

Shampoo bulkhead- clean & orderly	_____	_____
Shampoo bowls - clean	_____	_____
Perm & color stations - clean & orderly	_____	_____
Bathroom clean & stocked	_____	_____
Employee lounge - clean & orderly	_____	_____
Bulletin board- orderly & up-to-date	_____	_____
Managers office - clean & orderly	_____	_____
Utility room - clean & orderly	_____	_____
Storage area - orderly	_____	_____
Trash containers - clean	_____	_____

Employees Dress and Appearance:

Receptionist	_____	_____
Stylist/Hair Pros	_____	_____
Manager	_____	_____
Instructor	_____	_____

REMARKS AND ACTIONS REQUIRED:

REPAIRS NEEDED:
