

Board for Barbers and Cosmetology  
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## School Self-Inspection Program

Virginia Board for Barbers and Cosmetology  
School Owners

Pursuant to the Board's regulations pertaining to the practices of Barbering, Cosmetology, Nail Technology, Hair Braiding, Waxing, and Esthetics, each licensed school shall maintain a self-inspection form on file to be updated on an annual basis, and kept for 5 years, so that it may be requested and reviewed by the board at its discretion. Enclosed you will find the applicable regulation site for each of these professions.

The purpose of the program is to allow you the opportunity to assess your compliance with local, state, and federal policies, regulations, and standards governing health, sanitation, and safety, by completing the attached Self-Inspection Form. The self-inspection program is designed to complement, but not take the place of, our program of conducting inspections in conjunction with investigations into alleged violations of the Code of Virginia and the Board's Regulations.

Should you have questions pertaining to the information contained in the attached Self-Inspection Form, please feel free to contact us at (804) 367-8509.

We want to thank you for your compliance with this program, and for doing your part to protect the health, safety, and welfare of all the citizens of the Commonwealth.

Sincerely,

BOARD FOR BARBERS AND COSMETOLOGY



How many hours of safety and sanitation are taught as part of each program this school offers?

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**Sanitation**

Do your students wash their hands with antibacterial soap prior to providing services to each customer?	Y	N	NA
Are floors free of hair, nail, and other waste materials?	Y	N	NA
Is the floor surface a washable surface other than carpet?	Y	N	NA
Are soiled and/or used cloth materials stored in containers made of cleanable materials and separate from those which are clean or pre-sanitized?	Y	N	NA
Is the waiting area clean and does it have a trashcan available for customers?	Y	N	NA
Is there a fully functional bathroom in the facility, with a working toilet and sink that is available for student and client use?	Y	N	NA
Are tools, implements, linens, and multi-use articles cleaned, sanitized, and/or sterilized after use upon each client?	Y	N	NA
Are service chairs, nail care tables, sinks/shampoo bowls, facial and waxing tables, dryers and dryer chairs, apparatus for waxing and facials, tanning beds, and other objects which touch the client sanitized and/or sterilized after each use?	Y	N	NA
Does each student in the facility have access to a wet disinfectant unit large enough whereby objects to be disinfected may be completely immersed?	Y	N	NA
Are all pre-sanitized tools and implements, linens and equipment stored for use in a sanitary enclosed or covered receptacle?	Y	N	NA
Is the facility free of insects, rodents, birds, or any type of animals?	Y	N	NA

**Safety**

Does this facility have a "Certificate of Occupancy" from the local building official, zoning board, or health department?	Y	N	NA
Does this facility have on its premises any cosmetic product that has been banned by the U.S. Food and Drug Administration?	Y	N	NA
Does this facility have a blood/bodily fluid cleanup kit in the work area?	Y	N	NA
Are heat producing appliances and equipment placed so as to prevent accidental injury and fires?	Y	N	NA
Are work areas free of clutter, trash, and other items that may pose a hazard?	Y	N	NA
Are all bottles and containers properly labeled?	Y	N	NA
Is this facility used for any purpose <u>other than</u> hair, nail, waxing, or esthetics services?	Y	N	NA

If yes, please explain. \_\_\_\_\_

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Pursuant to the Virginia Board for Barbers and Cosmetology Regulations pertaining to the practices of Barbering, Cosmetology, Nail Technology, Hair Braiding, Waxing, and Esthetics, all licensed schools shall maintain a self-inspection form on file to be updated on an annual basis, and kept for 5 years, so that it may be requested and reviewed by the board at its discretion. In the event of a change of address or ownership, a new form should be completed. Copies of the Board's regulations may be obtained from the Board by calling (804) 367-8509 or e-mailing your request to the Board at [barbercosmo@dpor.state.va.us](mailto:barbercosmo@dpor.state.va.us). You can also view the regulations on the DPOR website located at [www.state.va.us/dpor](http://www.state.va.us/dpor).

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Printed Name of Owner/Instructor/Principal Completing This Form: \_\_\_\_\_

Signature of Owner/Instructor/Principal Completing This Form: \_\_\_\_\_

Date Completed: \_\_\_\_\_