

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8509
www.dpor.virginia.gov



**Virginia Board for Barbers and Cosmetology
SALON, SHOP & SPA SELF INSPECTION FORM**

Virginia Board For Barbers and Cosmetology
Shop, Salon, and Spa Owners

Pursuant to the Board's regulations pertaining to the practices of Barbering, Cosmetology, Nail Technology, Waxing, and Esthetics, all Shops, Salons, and Spas shall complete and maintain a self-inspection form. The self-inspection form will need to be updated on an annual basis, and kept on the premises of the Salon, Shop or Spa 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 Board's standards governing 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 any 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

**THIS FORM SHALL BE KEPT AND MAINTAINED ON THE
PREMISES OF THE SALON, SHOP OR SPA.**

DO NOT RETURN THIS FORM TO THE BOARD FOR BARBERS AND COSMETOLOGY.



**Virginia Board for Barbers and Cosmetology
 SHOP, SALON, & SPA SELF INSPECTION FORM**

The purpose of the program is to allow you the opportunity to assess your compliance with the Board's standards governing sanitation and safety, by completing this 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. Compliance with these rules does not infer compliance with other requirements set forth by federal, state, and local laws, codes, ordinances, and regulations as they apply to business operation, physical construction and maintenance, safety, and public health.

1. Shop/Salon Name _____

2. Mailing Address (PO Box accepted) _____

 City State Zip Code

3. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

4. Virginia License Number

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 Expiration Date _____

5. Location License Posted _____

6. Owner/Manager _____

7. If Owner/Manager is a practitioner, provide license number(s): _____

Please check or provide the appropriate response: (Y=Yes, N=No, NA=Not Applicable)

8. **Regulatory**

a. The license bears the same name and address as the business? Y N NA

b. Licenses, certificates, and apprentice cards are posted in reception area? Y N NA

c. Is the facility sufficiently ventilated to exhaust hazardous or objectionable airborne chemicals, and allow the free flow of air? Y N NA

d. Which of the following services are performed at this facility?

Barbering Y N NA

Cosmetology Y N NA

Nail Care Y N NA

Wax Care Y N NA

Esthetics (Skin Care) Y N NA

If other, please specify: _____

- e. Does the facility participate in the Virginia Apprenticeship Program? Y N NA
- If yes, how many barber apprentices? _____
- how many cosmetology apprentices? _____
- how many nail technician apprentices? _____

9. **Sanitation**

- a. Do your practitioners wash their hands with antibacterial soap prior to providing services to each customer? Y N NA
- b. Are floors free of hair, nail, and other waste materials? Y N NA
- c. Is the floor surface a washable surface other than carpet? Y N NA
- d. 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
- e. Are general areas for client use clean and have a waste receptacle for trash? Y N NA
- f. Is there a fully functional bathroom in the facility, with a working toilet and sink that is available for client use? Y N NA
- g. Are tools, implements, linens, and multi-use articles cleaned, sanitized, and/or sterilized after use upon each client? Y N NA
- h. 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
- i. Does each barber, cosmetologist, and nail technician have a wet disinfectant unit at their station for all their tools? Y N NA
- j. Does each practitioner in the facility have access to a wet disinfectant unit large enough whereby objects to be disinfected may be completely immersed? Y N NA
- k. Are all pre-sanitized tools and implements, linens and equipment stored for use in a sanitary enclosed or covered receptacle? Y N NA
- l. Is the facility free of insects, rodents, birds, or any type of animals? Y N NA

10. **Safety**

- a. Does this facility have a "Certificate of Occupancy" from the local building official, zoning board, or health department? Y N NA
- b. 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
- c. Does this facility have a blood/bodily fluid cleanup kit in the work area? Y N NA
- d. Are heat producing appliances and equipment placed so as to prevent accidental injury and fires? Y N NA
- e. Are all work areas free of clutter, trash, and other items that may pose a hazard? Y N NA
- f. Is this facility used for any purpose other than hair, nail, waxing, or esthetic services? If yes, please explain. Y N NA

Pursuant to the Virginia Board for Barbers and Cosmetology Regulations pertaining to the practices of Barbering, Cosmetology, Nail Technology, Waxing, and Esthetics, all licensed shops, salons, and spas shall complete and maintain a self-inspection form. The self-inspection form will need to be updated on an annual basis, and kept on the premises of the Salon, Shop or Spa 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.virginia.gov. You can also view the regulations on the DPOR website located at www.dpor.virginia.gov.

11. Name of Owner Completing this Form _____

Signature of Owner Completing this Form _____

Date Completed: _____
MM/DD/YYYY

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