

INSTRUCTIONS ON COMPLETING THE PEDICURE LOG

Complete one log sheet for each chair, non-whirlpool foot basin or tub. Each log sheet should be assigned its own number (EX: Chair #1, Chair #2, Chair #3, Tub #1, Tub #2).

1. Complete the top portion of the log by filling out the chair/tub number, establishment name, establishment license number and the month and year.
2. Enter date and time spa or tub was cleaned. Enter initials of licensee who cleaned and disinfected the spa or tub.
3. CHECK ONE BOX **ONLY** for date and time of cleaning/disinfecting. *See sample entries on log below.* You may have several entries on the same date. An entry should be made **immediately** after each client, at the end of each day, and once a week for the weekly cleaning. NOTE: End of day and weekly cleaning/disinfecting are not required for "Non-Whirlpool Foot Basin" or "Tubs", defined as any basin, tub, footbath, sink and bowl – and all non-electrical equipment that holds water for a client's feet during a pedicure service.
4. If no pedicure services were performed throughout the day, fill in the date, write the initials of the person verifying this, and indicate that no services were performed.

NOTE: Each row on the log represents a single cleaning/disinfecting. For each cleaning/disinfecting insert only **one** check-mark for the type of cleaning performed. There may be several entries with the same date.

SAMPLE LOG

PEDICURE EQUIPMENT CLEANING AND DISINFECTING LOG CHAIR/TUB # 1

SECTION A: ESTABLISHMENT INFORMATION											
Name of Establishment ABC NAIL SALON						Establishment License Number A 123456					
						Month JUNE 2008					
SECTION B: LOG											
WHEN/WHO			CLEANED			WHEN/WHO			CLEANED		
Date	Time	Initials	Check One			Date	Time	Initials	Check One		
			After Client	End of Day	End of Week				After Client	End of Day	End of Week
6/1/08	-	-	CLOSED			6/5/08	10:00 a.m.	RW	√		
6/2/08	10:30 a.m.	RW	√			6/5/08	11:30 a.m.	HB	√		
6/2/08	11:00 a.m.	RW	√			6/5/08	2:30 p.m.	HB		√	
6/2/08	7:00 p.m.	HB		√		6/6/08	6:00 p.m.	MD	√		
6/3/08	9:00 a.m.	RW	√			6/6/08	6:30 p.m.	RW	√		
6/3/08	6:00 p.m.	RW	√			6/6/08	8:00 p.m.	RW			√
6/3/08	6:30 p.m.	CH		√		6/7/08	-	GB	NO SERVICES PERFORMED		
6/4/08	10:00 a.m.	RW	√			6/8/08	11:00 a.m.	RW	√		
6/4/08	4:00 p.m.	RW	√			6/8/08	4:00 p.m.	RW	√		
6/4/08	6:30 p.m.	RW		√		6/8/08	6:00 p.m.	HB		√	