

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226, Sacramento, CA 94244-2260

Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov

Website: www.barbercosmo.ca.gov



INSPECTIONS

Self-Inspection
Conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection.

The following guidelines will assist with self-inspections. The following guidelines will assist with self-inspections.

> **ESTABLISHMENT LICENSE** All answers should be "Yes"

(B&P) Business and Professions Code (CCR)Title 16, Division 9 of the California Code of Regulations (CIV) Part 2, Division 1 of the California Civil Code

1.			
	Do you have an establishment license? (B&P 7317)	o Yes	o No
2.	Is your establishment license current and valid? Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal. (B&P 7347, 7317, 119(f), CCR 965(c)	o Yes	o No
3.	Are the current owner and address on the license correct? If no, you need to apply for a new establishment license. (B&P 7347)	o Yes	o No
4.	Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? If no, a downloadable copy is available on the Board's website. (CCR 905)	o Yes	o No
5.	Is the Labor Rights Notice posted conspicuously where other similar notices are posted for employees? If no, a downloadable copy is available on the Board's website. (B&P 7353.4)	o Yes	o No
6.	Is the Prevention of Gender-Based Discrimination: Business Establishments' Legal Obligations conspicuously posted in the reception area? If no, a downloadable copy is available on the Board's website. (CIV 51.6)	o Yes	o No
7.	Is the Human Trafficking Notice conspicuously posted in the reception area? If no, a downloadable copy is available on the Board's website. (CIV 52.6)	o Yes	o No
8.	Do you have a licensee in charge? There must be a licensee in charge for purposes of the inspection. (B&P 7348)	o Yes	o No
9.	If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? (B&P 7350)	o Yes	o No
	PERSONAL LICENSES		
	All answers should be "Yes"		
10.	Do all employees have a current, valid license? Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal. (B&P 7349,119(f), CCR 965(c)	o Yes	o No
11.			
	Is each license conspicuously posted in the licensee's primary work area? The license must be posted whenever the licensee is working. (CCR 965(a))	o Yes	o No
12.	be posted whenever the licensee is working. (CCR 965(a)) Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d))	o Yes	
12.	be posted whenever the licensee is working. (CCR 965(a)) Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d))		
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13.	Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) SANITATION / HEALTH & SAFETY All answers should be "Yes" Do you have containers large enough for proper disinfection? All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered.	o Yes	o No
13.	Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) SANITATION / HEALTH & SAFETY All answers should be "Yes" Do you have containers large enough for proper disinfection? All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered. (CCR 978(a)(5), 979(b)(1)) Do you have a sufficient supply of disinfectant? Label on the disinfectant must show EPA-	o Yes	o No
13.	Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) SANITATION / HEALTH & SAFETY All answers should be "Yes" Do you have containers large enough for proper disinfection? All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered. (CCR 978(a)(5), 979(b)(1)) Do you have a sufficient supply of disinfectant? Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity. (CCR 978(c))	o Yes o Yes	o No o No
13. 14. 15.	Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) SANITATION / HEALTH & SAFETY All answers should be "Yes" Do you have containers large enough for proper disinfection? All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered. (CCR 978(a)(5), 979(b)(1)) Do you have a sufficient supply of disinfectant? Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity. (CCR 978(c)) Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) Are the correct disinfection procedures being followed on both non-electrical and electrical	o Yes o Yes o Yes o Yes	o No o No o No
13. 14. 15. 16.	Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) SANITATION / HEALTH & SAFETY All answers should be "Yes" Do you have containers large enough for proper disinfection? All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered. (CCR 978(a)(5), 979(b)(1)) Do you have a sufficient supply of disinfectant? Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity. (CCR 978(c)) Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? (CCR 979, 980)	o Yes o Yes o Yes o Yes o Yes	o No o No o No o No

20. Are clean instruments stored separately from solided instruments? Are the solided instruments stored in a container labeled "Girly", 'solided" or 'containmated'? (CCR 879(c)) 21. Are new supplies and single-use, disposable tools stored in a clean, covered place tabeled "New"? (CCR 979(d)) 22. Are the clean instruments stored in a covered container labeled "clean" or "disinfected"? (CR 979(d)) 23. Are all whiripool and air-jet baeins, pipe-less footspaps (footplates, impellers, impeller and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1.980.2.980.3) 24. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tab liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the permises at all times? (CCR 980.4.980.4) 25. Are the floors, walls, ceillings, furniture, furnishings, and fixtures clean and in good condition? (CCR 980(d)) 26. Is there had and cold running water in the establishment, if hair dressing services are being performed? (CCR 980(d)) 27. Is there a public toilet room? Is it clean? (B&P 7351) 28. Are there had washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352) 29. Is the toilet room clear of all storage? No storage of supplies, mops, buckets, etc., are allowed in the folial room. (B&P 7351) 30. Is potable drinking water available? (CCR 985(c)) 31. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1)) 32. Are clean Towais, sheets, robes, linens and smocks stored in a clean, closed container? (CCR 987(a), 978(a)(2)) 33. Are solided towels, robes, gowns, smocks, linens and smocks stored in a clean, closed container? (CCR 987(a), 978(a)(2)) 34. Is all waster, hair clippings		SANITATION / HEALTH & SAFETY						
stored in a container labeled 'dirp', 'solled' or 'contaminated'? (CCR 978(c)) 21. In the war supplies and single-use, disposable tools stored in a clean, covered place labeled 'New"? (CCR 978(d)) 22. Are the clean instruments stored in a covered container labeled 'clean' or 'disinfected?' (CCR 979(d)) 23. Are all whiripool and air-jet basins, pipe-less foolspas (foolplates, impellers, impeller assemblies and propellers), foot basins or fubs (any basin, fub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being property cleaned and disinfected after use upon each client, at the end of the day, weekly and property logged? (CCR 980.1, 980.2, 980.3) 24. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 filners per foot tub basin on the premises at all times? (CCR 980.4, 90.4) 25. Are the floors, walks, callings, furniture, furnishings, and fixtures clean and in good candition? (CCR 994(a)) 26. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 994(a)) 27. Is there a public toilet room? Is it clean? (B&P 7351) 28. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? (SAP 7351) 30. Is potable drinking water available? (CCR 985(c)) 31. Is there at loast one covered waste receptacle for disposal of hair? (CCR 978(a)(11)) 32. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(a), 978(a)(2)) 33. Are solded drinking water available? (CCR 986(b)) 34. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b)) 35. Do all employees wash their hands or use in equally effective alcohol-based product before providing services to each client? (CCR 986(b)) 36. Are headerests and/or treatment tables covered w		All answers should be "Yes"						
labeled "New" (CCR 981(a)) 22. Are all whirlipool and air-jet basins, pipe-less footspas (footplates, impellers, impellers assembles and propellers), footbasins or tubs (any basin, tub, footbash, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfacted after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3) 24. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at less 5 liners per foot tub basin on the premises at all times? (CCR 980.4, 980.4) 25. Are the floors, walls, ceillings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a)) 26. Is there hose and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b)) 27. Is there a public toilet room? Is it clean? (B&P 7351) 28. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not foommunity* bar, soap) provided? (B&P 7352) 29. Is the toilet room clear of all storage? No storage of supplies, mops, buckets, etc., are allowed in the foilet room. (B&P 7351) 30. Is potable drinking water available? (CCR 995(c)) 31. Is there at least one covered waste receptacle for disposal of hair? (CCR 976(a)(1)) 32. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cobinet or container? (CCR 997(a), 978(a)(3)) 33. Are solicit owels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 997(a), 978(a)(3)) 35. Do all employees wash their hands or use an equally effective alcohol-based product before providing services to each client? (CCR 986(b)) 36. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 997(a), 978(a)(3)) 37. Are shampoo bowls and sinks clean and i	2		o Yes	o No				
(CCR 979(d)) 23. Are all whirlipcol and air-jet basins, pipe-less footspas (footplates, impeliers, impelier assemblies and propeliers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 880.1, 990.2, 980.3) 24. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4) 25. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good candition? (CCR 994(a)) 26. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b)) 27. Is there a public toilet room? Is it clean? (B&P 7351) 28. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, nor "community" bar, soap) provided? (B&P 7352) 29. Is the toilet room (B&P 7351) 30. Is potable drinking water available? (CCR 995(c)) 31. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1)) 32. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed colinier or container? (CCR 997(c), 978(a)(3)) 33. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 997(a), 978(a)(2)) 34. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b)) 35. Do all employees wash their hands or use an equally effective alcohol-based product before providing services to each client? (CCR 988(b)) 36. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 998(c)) 37. Are shampoo bowls and sinks clean and in good repair? Has the hair t	2		o Yes	o No				
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26. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b)) 27. Is there a public toilet room? Is it clean? (B&P 7351) 28. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352) 29. Is the toilet room clear of all storage? No storage of supplies, mops, buckets, etc., are allowed in the toilet room. (B&P 7351) 30. Is potable drinking water available? (CCR 995(c)) 31. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1)) 32. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3)) 33. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2)) 34. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b)) 35. Do all employees wash their hands or use an equally effective alcohol-based product before providing services to each client? (CCR 983(b)) 36. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c)) 37. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? or Yes o No (CCR 990(a)(c)) 38. Are all containers and spray bottles correctly labeled? (CCR 988(b)) 39. Are poisonous substances labeled? (CCR 988(b)) 30. Yes o No 40. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 991(c)) 41. Do employees carry supplies or instruments on or in their garments? This includes scissors, holsters, and pouches. (CCR 981(c)) 42. Are prohibited services being offered? (CCR 997, B&P 7320) 43. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, me	2	manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times?	o Yes	o No				
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