[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salon cleaning checklist

Daily salon cleaning - stations, backwash and client areas.

Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Styling stations wiped down and tools put away	☐	☐	☐
Backwash basins cleaned and disinfected	☐	☐	☐
All cutting tools and brushes cleaned	☐	☐	☐
Towels collected for laundry; fresh towels stocked	☐	☐	☐
Floors swept and mopped (hair-free)	☐	☐	☐
Mirrors cleaned	☐	☐	☐
Toilets cleaned and restocked	☐	☐	☐
Reception area tidied	☐	☐	☐
Bins emptied	☐	☐	☐
Laundry started / put away	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date