

Sanitation Duties

Everyone Daily:

- Laundry
- Clean Up/Turn Off Personal Stations
- Clean Up Client/Personal Dishes- includes emptying the clean dishwasher

Main Floor/Front Desk Area●●:

- Empty iVacs
- Sweep/Wet Swiffer Floors
- Straighten Up/Organize/Wipe Down Processing Station & Backbar Products
- Straighten Up/Organize/Wipe Down Front Desk, Computer, Shelves and Mailboxes
- Restock Retail Bags if necessary*
- Empty Trashes

Lounge/Retail:

- Straighten Up/Organize if necessary
- Move Furniture to Sweep Underneath
- Pull Products Forward/Refill Products on Retail Shelves
- Dust Retail Shelves once a month
- Wipe Down Coffee Table & End Tables
- Water Plants if necessary

Color Bar:

- Wipe Down Oil Diffuser once a week
- Wipe Down Counters & Sink
- Refill Mini Fridge Beverages, Teas & Coffees*
- Straighten Up/Organize if necessary
- Vacuum Rug once a week
- Water Plants if necessary
- Empty Trash/Recycle if necessary

Washing Stations●●:

- Wipe Down Oil Diffuser once a week
- Wipe Down Shampoos, Conditioners & Stands
- Wipe Down Walls behind Shampoo Bar & Waxing Station
- Wipe Down Shampoo Bowls & Chairs
- Wipe Down Wax Station
- Refill Wax Station Supplies*
- Combine/Replace Low or Empty Liters*
- Empty Trashes

Breakroom●●:

- Check for Low or Empty Cleaning Supplies*
- Clean Out Fridge once a week
- Clean Out Microwave
- Wipe Down Counters
- Wipe Down Table & Chairs
- Wash Rugs once a week
- Empty Trash if necessary

Bathrooms/Bathroom Hallway/Locker Room:

- Check/Refill Toilet Paper & Other Toiletries*
- Windex Mirrors once a week
- Vacuum Rugs once a week
- Empty Trashes
- Take Trash & Recycle to Dumpsters
- Take Cans to Can Shed if Full
- Sweep/ Wet Swiffer Floors
- Straighten Up/Organize if necessary

Anything that is low or empty should be written on the whiteboard in the break room to be replenished