



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Appearance Enhancement
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Self-Inspection Checklist for Appearance Enhancement Business Owners

Understanding the Inspection Process

The Department of State (the "Department") has prepared this form to help explain the inspection process so that you can comply with state laws and regulations relating to your business. Following these rules will help avoid fines or other discipline, and help protect the public from unsanitary or other dangerous conditions. The Department recommends you perform self-inspection periodically so that you and your staff are ready when an actual inspection takes place. Please note, this list is not exhaustive but is intended to cover the most frequent issues which appear during inspections.

ESTABLISHMENT LICENSE

Do you have an appearance enhancement business license issued by the Department of State? ☐ Yes

Is your business license up to date (not expired)? ☐ Yes

Only current licenses may be displayed.

Is your original license posted with a current photograph? ☐ Yes

Is the business license posted in a public place for customers to see? ☐ Yes

Is the name of the owner and address on the license current and correct? ☐ Yes

If not, you need to apply for a new business license.

Is there a sign posted in a public place for the customers to see indicating that the business and operators are licensed by the New York State Department of State and that rules and regulations governing the business and practices are available for review upon request? ☐ Yes

Is there an itemized price list posted for the services you offer? ☐ Yes

If you offer Nail Specialty Services, do you have a Workers' Bill of Rights posted? ☐ Yes

Do you have current liability coverage of at least \$25,000 per individual occurrence and \$75,000 in the aggregate? ☐ Yes

Do you have a wage bond? ☐ Yes

Not all businesses are required to obtain one.

For more information, please visit our website at <http://www.dos.ny.gov/licensing/appearance/em-reg-appearance.html>

Do all your employees know where proof of liability, wage bond and MSDS sheets are stored? ☐ Yes

PERSONAL LICENSES

Do all of your employees have a license/trainee license? ☐ Yes

Is each salon worker's license up to date (not expired)? ☐ Yes

Only current licenses may be displayed.

Is the original license posted with a current photograph? ☐ Yes

Is each license posted in a public place for the customers to see? ☐ Yes

Are the services offered by each employee allowed under their license? ☐ Yes

Workers are only allowed to provide services according to their license type.

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SANITATION / HEALTH & SAFETY

- Do you have MSDS sheets available for all supplies and chemicals used in your place of business? ☐ **Yes**
- Do you have a sufficient supply of disinfectant and receipts for the same? ☐ **Yes**
- Are all products maintained with the original manufacturer labeling intact? ☐ **Yes**
- Are flammable and combustible chemicals stored in a metal cabinet remote from potential sources of ignition? ☐ **Yes**
- Is every client served with clean, freshly laundered linen or disposable towels? ☐ **Yes**
- Are all supplies that cannot be disinfected disposed of in a waste receptacle immediately after use? ☐ **Yes**
- Are shelves, furniture and fixtures kept clean, free of dust, dirt and hair, and in good working condition? ☐ **Yes**
- Are all styling stations, working stations and manicure tables sanitized and cleaned between each client service? ☐ **Yes**
- Are all supplies and implements transported to and from the remote location in covered containers? ☐ **Yes**
- Are clean implements and supplies (e.g., towels) kept in containers separate from those implements and supplies that have been used and marked according to their status? ☐ **Yes**
- Are hand washing facilities available in all lavatories? ☐ **Yes**
- Is there hot and cold running water in the establishment? ☐ **Yes**
- Is there a public toilet room? ☐ **Yes**
- Are there cabinets for storage of clean linen and towels? ☐ **Yes**
- Are all nail care chemicals stored in closed bottles? ☐ **Yes**
- If you offer Nail Specialty Services, are there sufficient gloves for each work station? ☐ **Yes**
- If you offer Nail Specialty Services, are there sufficient respirators for each work station? ☐ **Yes**
- If you offer Nail Specialty Services, is there sufficient eye protection whenever workers will be preparing, transferring or pouring potentially hazardous chemicals? ☐ **Yes**
- Is waste disposed of in a covered waste container? ☐ **Yes**