SHOWHOW · CHECKLIST

Hair Salon Opening & Closing Checklist

The first client of the day should walk into the same salon as yesterday's last client: stations clean, towels folded, the color bar stocked. This checklist is for owners and front desk staff in small hair salons and barbershops where whoever comes in first opens and whoever leaves last closes. It covers stations, tools, laundry, the color bar and the front desk.

What you'll need

- Keys and alarm code
- Today's appointment list
- Clean towels and capes
- Tool cleaning products

Steps

- [ ] **Opening: Turn off the alarm and switch on the lights and music.**
  Set the heating or air conditioning to a comfortable level.

- [ ] **Opening: Check today's appointments and who's booked with whom.**
  Flag long color appointments and new clients who'll need a consultation.

- [ ] **Opening: Set up each station with clean tools, a cape and a towel.**
  Combs and brushes come from clean storage, not from yesterday's station.

- [ ] **Opening: Check the shampoo stations.**
  Clean bowls, shampoo and conditioner stocked, and hot water running before the first client.

- [ ] **Opening: Check that the color bar is stocked and tidy.**
  Note anything low for the next order. Check that the developer and mixing bowls are clean.

- [ ] **Opening: Open the booking system and check messages.**
  Look for cancellations in voicemail, texts and online bookings. Check that the card terminal is on.

- [ ] **Closing: Clean and disinfect the tools at every station.**
  Remove hair and wash the tools first, then disinfect them following the label on the product. Store them dry.

  Watch out: Disinfectant only works on tools that have been washed first.

- [ ] **Closing: Sweep the hair from every station and the floor.**
  Sweep after every client during the day too.

- [ ] **Closing: Put the towels and capes in the wash.**
  Start the machine before you leave, or whenever the salon has decided.

- [ ] **Closing: Clean the shampoo bowls, the color bar and the mixing bowls.**
  Close color tubes tightly and put them back in order.

- [ ] **Closing: Unplug every heated tool.**
  Flat irons, curling irons, blow dryers and hot rollers.

  Watch out: Check every heated tool is unplugged. A hot iron left on a towel can start a fire.

- [ ] **Closing: Cash out the register.**
  Follow the cash handling procedure and put the day's cash in the safe.

- [ ] **Closing: Confirm tomorrow's first appointments.**
  Send reminders if your system doesn't do it automatically.

- [ ] **Closing: Set the alarm and lock up.**
  Check the back door by hand before you leave.

How to adapt it

- If stylists rent chairs, make one checklist per station.
- Write the name and contact time of your tool disinfectant into the closing tool step.
- Keep the color stock list as its own procedure.
- Follow your local rules for cleaning salon tools, and ask your local licensing board if unsure.