



A CLEAN  
SPA IS A  
HAPPY  
SPA

SKIN  
WORKS  
SCHOOL

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SKINCARE

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## practical classroom

- Reset room and equipment. Make sure all stools are labeled practical, put any extra stools in correct rooms according to labels.
- If any missing items (stools, carts, bolsters) please let instructor know.
- Ensure beds are lined up with stools neatly at the head of bed.
- Carts should be emptied and wiped down, all supplies are kept in despense.
- Remove any wax or glue on the beds, carts or the floors.
- Clean sink, vanity & mirror, refill soap.
- Empty the trash.
- Wipe down all high touch areas including door handles.
- Clean and organize
- Sweep and spot mop if needed.
- Evenings/Saturdays:** Move any leftover items to the Lost & Found.
- Saturdays:** Gently put carts & stools up on bed, sweep and spot mop (if needed).

## *theory classroom*

- Tuck chairs into the desks
- Straighten tables
- Clean sink, vanity & mirror, refill soap
- Clear off desks and put any leftover items in the lost & found
- Wipe down desks
- Empty the trash
- Wipe down all high touch areas including door handles
- Clean and organize
- Sweep and spot mop if needed
- Evenings/Saturdays: Move any leftover items to the lost & found
- Saturdays: Stack chairs on desk to allow cleaners to clean floors

## breakroom #1

- Wipe out microwaves
- Wipe down tables & chairs
- Take out trash if needed (if any liquid, take straight out to dumpster, encourage fellow students to empty liquid before throwing away)
- Move any leftover items to the Lost & Found
- Make sure mops and brooms are hung on the hook provided, remove mop pads from all mops at the end of the day bring to laundry
- Wipe down all high touch areas including door handles
- Evenings/Saturdays: Empty out the fridge, throw away any food left over

## breakroom #2

- Straighten tables and tuck in chairs
- Wipe down tables with lucicide
- Clean and organize
- Sweep and spot mop if needed
- Close windows/blinds if opened. We prefer these to not be opened.
- Replace high five's if needed. You can get these from Admissions & Financial Aid office
- Move any leftover items to the lost & found
- Wipe down all high touch areas including door handles
- Saturdays: Gently put chairs on table, sweep & mop

## breakroom lunch

- After lunch, wipe down tables with windex and push in chairs.
- Clean and organize
- Sweep and spot mop if needed.
- Take the garbage out directly to the dumpster.
- Move any leftover items to the Lost & Found.
- Wipe down all high touch areas including door handles.



**DIRTY  
HAS NO  
PLACE  
HERE**

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## wax/lash room 16

- Clean wax off floors with Denatured Alcohol Only
- Clean and organize
- Sweep and spot mop if needed.
- Clean off pots and shelves with GOO GONE ONLY.
- Sanitize bed and shelves with Lucacide. Make sure stools are in correct room refer to labels at bottom of stool.
- Check for oil on the walls and wipe down with soapy water, followed by plain water.
- Empty the trash.
- Fill all wax supplies (cotton, table paper, etc) bottles. Let spa instructor know if wax is low.
- Wipe down all high touch areas including door handles.
- Close windows/blinds if opened. We prefer these to not be opened.
- (Nights, Friday & Saturday) Turn off wax pots please do Not unplug from wall.

## wax/lash room 19

- Clean wax off floors with Denatured Alcohol Only
- Clean and organize
- Sweep and spot mop if needed.
- Clean off pots and shelves with GOO GONE ONLY.
- Sanitize bed and shelves with Lucacide. Make sure stools are in correct room refer to labels at bottom of stool.
- Check for oil on the walls and wipe down with soapy water, followed by plain water.
- Empty the trash.
- Fill all wax supplies (cotton, table paper, etc) bottles. Let spa instructor know if wax is low.
- Wipe down all high touch areas including door handles.
- Close windows/blinds if opened. We prefer these to not be opened.
- (Nights, Friday & Saturday) Turn off wax pots please do not unplug from wall.

## wax/lash room 22

- Clean wax off floors with Denatured Alcohol Only
- Clean and organize
- Sweep and spot mop if needed.
- Clean off pots and shelves with GOO GONE ONLY.
- Sanitize bed and shelves with Lucacide. Make sure stools are in correct room refer to labels at bottom of stool.
- Check for oil on the walls and wipe down with soapy water, followed by plain water.
- Empty the trash.
- Fill all wax supplies (cotton, table paper, etc) bottles. Let spa instructor know if wax is low.
- Wipe down all high touch areas including door handles.
- Close windows/blinds if opened. We prefer these to not be opened.
- (Nights, Friday & Saturday) Turn off wax pots please do not unplug from wall.

## wax/lash room 23

- Clean wax off floors with Denatured Alcohol Only
- Clean and organize
- Sweep and spot mop if needed.
- Clean off pots and shelves with GOO GONE ONLY.
- Sanitize bed and shelves with Lucacide. Make sure stools are in correct room refer to labels at bottom of stool.
- Check for oil on the walls and wipe down with soapy water, followed by plain water.
- Empty the trash.
- Fill all wax supplies (cotton, table paper, etc) bottles. Let spa instructor know if wax is low.
- Wipe down all high touch areas including door handles.
- Close windows/blinds if opened. We prefer these to not be opened.
- (Nights, Friday & Saturday) Turn off wax pots please do not unplug from wall.

## dermalinfusion room 18

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.
- Check glass jar on left side of dermalfusion machine if liquid is present empty and screw back on to machine.

## crystal micro room 20

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves and bottles. Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty old crystals right side of machine ( new crystals are in the smaller tube)and refill if needed.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## lash room

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down any equipment and bottles.
- Windex glass tables.
- Refill bottles & replace tissues if needed.
- Close windows/blinds if opened. We prefer these to not be opened. If needed ask the instructor to lower the temperature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stools and beds. Make sure stools are in correct room refer to labels on bottom of stool.
- Remove glue on the beds or tables. Encourage students to use bibs when doing services.
- Wipe down all high touch areas including door handles.
- Let spa instructor know if there are any issues (broken equipment, missing bolsters, etc.)

## *south spa hallway*

- Straighten hallway shelves and anything on them.
- Clean and organize
- Sweep and spot mop if needed.
- Clean mirrors with windex.
- Empty garbage.
- Wipe down all high touch areas including door handles.
- Clean hall vanity and sinks.
- Refill hand soap and paper towels



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## north spa hallways

### FACIAL & PEDICURE HALLWAYS

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down spa hallway sinks and clean mirror with Windex.
- Refill paper towels and soap if needed.
- Wipe down all high touch areas including door handles.
- Clean glass door with Windex.

## pedicure room 13

- Clean and organize
- Sweep and spot mop if needed.
- Put away bottles if left in room. Fill if needed.
- Wipe down walls and chairs if needed.
- Close windows/blinds if opened.
- Straighten magazines and throw out old ones if needed.
- Wipe down all high touch areas including door handles.
- Saturday: Put up all stools onto chairs.

## pedicure room 14

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down walls and chairs if needed.
- Put away bottles if left in room. Fill if needed.
- Close windows/blinds if opened.
- Straighten magazines and throw out old ones if needed.
- Wipe down all high touch areas including door handles.
- Saturday: Put up all stools onto chairs.

## *pedicure prep room #1*

- Organize and put away dry dishes.
- Wipe down excess water on the counter and floors.
- Replace towel under facial water bottles bring old towel to laundry.
- Take all dirty rags to laundry room.
- Make sure all supplies are stocked.
- Wash out sinks with soap and water.
- Clean off counters.
- Make sure mops/brooms on hung on the hooks provided, remove all mop pads & bring to laundry.
- Take out the garbage to the dumpster.
- Move rugs and sweep and mop the floor.
- Wipe down all high touch areas including door handles.
- Afternoon: Restock hot towels for night class (Except on Fridays).
- Evenings/Saturdays: Turn off hot towel cabbies and open doors to air out.

## pedicure prep room #2

- Organize and put away dry dishes.
- Wipe down excess water on the counter and floors.
- Replace towel under facial water bottles bring old towel to laundry.
- Take all dirty rags to laundry room.
- Make sure all supplies are stocked.
- Wash out sinks with soap and water.
- Clean off counters.
- Make sure mops and brooms on hung on the hooks provided, Remove all mop pads and bring to laundry.
- Take out the garbage to the dumpster.
- Move rugs and sweep and mop the floor.
- Wipe down all high touch areas including door handles.
- Afternoon:** Restock hot towels for night class (Except on Fridays).
- Evenings/Saturdays:** Turn off hot towel cabbies and open doors to air out.

## dispense

- Wipe all products down with a clean, wet rag.
- Make sure items are in their correct places and everything looks neat and tidy.
- Let spa instructor know if any supplies need to be restocked.
- Clean and organize
- Sweep and spot mop if needed.
- Take out trashes.
- Wipe down all high touch areas including door handles.

## laundry #1

- Fold and put away laundry.
- Wipe down washers, dryers, and folding table with lucacide.
- Sanitize laundry bins.
- Empty lint traps, if needed grab spa instructor to vacuum out excessive lint.
- Sweep and mop.
- Take out trashes.
- Let the spa instructor know if anything is missing or broken.
- Wipe down all high touch areas including door handles.

## laundry #2

- Fold and put away laundry.
- Wipe down washers, dryers, and folding table with luacide.
- Sanitize laundry bins.
- Empty lint traps, if needed grab spa instructor to vacuum out excessive lint.
- Sweep and mop.
- Take out trashes.
- Let the spa instructor know if anything is missing or broken.
- Wipe down all high touch areas including door handles.

## treatment room 1

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves and bottles. Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open. We prefer these to not be opened. If needed as the instructor to lower the temperature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 2

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves and bottles. Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open. We prefer these to not be opened. If needed as the instructor to lower the tempature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 3

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves and bottles. Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open. We prefer these to not be opened. If needed as the instructor to lower the temperature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 4

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves, steamers, and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 5

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves, steamers, and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 6

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves, steamers, and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## treatment room 7

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves, steamers, and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## *couples room 8*

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down shelves, steamers, and bottles. Refill bottles and replace tissues if needed.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Wipe down and sanitize stool. Make sure stools are in correct room refer to labels on bottom of stool.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Wipe down all high touch areas including door handles.

## laser room 10

- Be super careful around laser equipment.
- Sweep and spot mop if needed.
- Wipe down shelves, Laser's, stool and bottles.  
Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open.  
We prefer these to not be opened. If needed as the instructor to lower the temperature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Make sure laser fiber is not against the wall
- Wipe down all high touch areas including door handles.
- Make sure stools are in correct room refer to labels.
- If any equipment or supplies are left in room, notify spa instructor

## laser room 11

- Sweep and spot mop if needed.
- Wipe down shelves, Laser's, stool and bottles. Refill bottles and replace tissues if needed.
- Close any curtains, windows, or blinds if open. We prefer these to not be opened. If needed as the instructor to lower the temperature.
- Keep all equipment plugged into the outlet, do not wrap cords around the equipment.
- Make sure sheets are clean and the bed properly made.
- Empty the trash.
- Make sure laser fiber is not against the wall (see spa instructor)
- Wipe down all high touch areas including door handles.
- Make sure stools are in correct room refer to labels.

## *manicure room 12*

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down tables and walls.
- Refill and wipe down bottles if needed.
- Make sure lamps are plugged into outlets and that the cords are not wrapped around furniture.
- Close windows/blinds if opened.
- Wipe down all high touch areas including door handles.
- Make sure stools are in correct room refer to labels on bottom of stools.

## *manicure room 15*

- Clean and organize
- Sweep and spot mop if needed.
- Wipe down tables and walls.
- Sweep and mop floors.
- Refill and wipe down bottles if needed.
- Make sure lamps are plugged into outlets and that the cords are not wrapped around furniture.
- Close windows/blinds if opened.
- Wipe down all high touch areas including door handles.
- Make sure stools are in correct room refer to labels on bottom of stools.

## *spa attendant laundry*

- Hot Towels refill.
- Laundry, wash fold organizes.
- Help notify students of client's arrival.
- Help flipping rooms.
- Shelves
- Beds
- Equipment
- Sound patrol
- Doors closed
- Check and clean wax pots.
- Check and refill treatment room supplies.
- Refill pedicure prep supplies: files, buffers, cuticle cream, cuticle oil, pumice, pedicure files, pedicure bags etc.

## spa attendant dispense

- Assist students by dispensing product in the dispense.
- Follow dispensing protocols.
- Use dispense paper
- Track product that is dispensed
- Track & receive items that are to be returned such as equipment, wax/tint boxes, essential oils. Making sure everything is returned, or letting the spa instructor know what needs to be located or replaced.
- Help notify students of clients arrival.
- Refill all kits : Tint , Wax, Lamination, Mlis, Microneedling, Microderm.
- Refill pedi mask and Mlis scrub and cream.
- Cut muslin wax strips
- Help flip student treatment rooms.
- Clean off Prosper U sheets
- Sign iPads in and out to students.
- Notify Spa Instructor if student needs help.

## *instructor north spa*

- South Bathroom (Check 2x daily)
- Clean Toilets & Sink with comet
- Clean mirror
- Add toilet paper & paper towels if needed.
- Refill soap.
- Check all student sani's complete. Any sani's students did not do or missed please complete.
- Wipe down all high touch areas.
- Remove mop pads at the end of the day.
- Refill wax pots if needed.
- Check all windows are locked and closed.

## *instructor south spa*

- Spa Bathrooms (Check 2x daily)
- Clean Toilets & Sink with comet
- Clean mirror
- Add toilet paper & paper towels if needed.
- Refill soap.
- Check all student sani's complete. Any sani's students did not do or missed please complete.
- Wipe down all high touch areas.
- Remove mop pads at the end of the day.
- Triple check demo/practical area and wax rooms as wax and glue is often missed.
- Refill wax pots if needed.
- Check all windows are locked and closed.

## *instructor classrooms*

- Help students doing sani's in classrooms, practical & theory
- Remove items in cubbies, put them in lost & found
- Organize instructor cabinets
- Make sure practical cabinets are organized & wax is locked away.
- Ensure items are not collecting under the sink.
- Wipe down cabinets if needed.
- Help remove wax from floors in practical room
- Check tables, stools & carts for maintenance issues.
- Make sure tables are all the same height and bolts are on tight.

## front desk lobby

- Clean and organize
- Sweep and spot mop if needed.
- Lobby bathrooms (Check 3x daily)
- Clean toilets & sink with cleanser
- Clean mirror with windex
- Add toilet paper & paper towels if needed.
- Refill soap, wash soap if needed
- Wipe down all high touch areas
- Clean front door glass often, include door handles (at least 3x during shift)
- Refill mints, menus, an cups for water.
- Empty trash in lobby and bathrooms