

DATE _____

MAINTENANCE DAY

TREATMENT ROOMS 1-8

<p>INSTRUCTOR: <input type="text"/></p> <p>CLASS:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Carefully remove all equipment and beds from rooms into the hallway<input type="checkbox"/> Wipe down the shelves with wet rag<input type="checkbox"/> Wipe down bottles on the shelf and carts<input type="checkbox"/> Wipe down cart<input type="checkbox"/> Dust items on shelf<input type="checkbox"/> Refill products & restock in needed<input type="checkbox"/> Use Windex to wipe the mirrors in the treatment rooms<input type="checkbox"/> Sweep & spot mop floor<input type="checkbox"/> Lucicide all surfaces<input type="checkbox"/> Clean the massage table, don't forget the center fold<input type="checkbox"/> When this is complete and the room is clean, carefully put back the equipment and beds into the rooms.<input type="checkbox"/> Remake bed if needed<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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WAX ROOM 16,19, 22 & 23

<p>INSTRUCTOR: <input type="text"/></p> <p>CLASS:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Carefully remove all equipment and beds from rooms into the hallway<input type="checkbox"/> Wipe down the shelves with wet rag<input type="checkbox"/> Wipe down bottles on the shelf and carts<input type="checkbox"/> Use baby oil to take off any wax that may be on the carts or wax pots<input type="checkbox"/> Use denatured alcohol to clean off any wax on the floor (before mopping)<input type="checkbox"/> Dust items on shelf<input type="checkbox"/> Refill products & restock in needed<input type="checkbox"/> Wipe down the waxing cart with Windex<input type="checkbox"/> Use Windex to wipe the mirrors in the treatment rooms<input type="checkbox"/> Sweep & spot mop floor<input type="checkbox"/> Lucicide all surfaces<input type="checkbox"/> Clean the massage table, don't forget the center fold<input type="checkbox"/> When this is complete and the room is clean, carefully put back the equipment and beds into the rooms.<input type="checkbox"/> Remake bed if needed<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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LAUNDRY ROOM

<p>INSTRUCTOR: <input type="text"/></p> <p>CLASS:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Move out the folding table & and laundry baskets<input type="checkbox"/> Wipe down the washers & dryers with damp (water) rag<input type="checkbox"/> Take out bins and wipe out shelves with damp (water) rag<input type="checkbox"/> Organize the sheets & towels by folding and putting away in correct area<input type="checkbox"/> Vacuum out lint in dryers<input type="checkbox"/> Sweep & mop floor, especially around washers & dryers<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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PEDICURE 13 & 14 / MANICURE 12 & 15

INSTRUCTOR: <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> CLASS:	<ul style="list-style-type: none"><input type="checkbox"/> Gently and carefully remove all furniture from the rooms (except the pedicure chairs).<input type="checkbox"/> Vacuum any sugar remains in the room<input type="checkbox"/> Sweep & mop the entire room, including the pedestal where the clients sits, under all the chairs.<input type="checkbox"/> Be sure to clean in the crevices by the face of the pedestal.<input type="checkbox"/> Wipe down the fabric part of the furniture with a damp with water microfiber rag.<input type="checkbox"/> Wipe down the face of the pedestal (the stone)<input type="checkbox"/> Use Windex to clean off the stone & glass manicure stations.<input type="checkbox"/> Dust off the lamps in the manicure room.<input type="checkbox"/> Once all is clean, carefully put the room back together<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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LASER 10, 11 & Microderm rooms 18, 20 & 21

INSTRUCTOR: <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> CLASS:	<ul style="list-style-type: none"><input type="checkbox"/> When cleaning the laser & microderm rooms be extremely careful with the machines and leave them in the room when pulling everything else out, just do your best to clean around them.<input type="checkbox"/> Remove the bed and lamp from the room<input type="checkbox"/> Wipe down the microderm machine with a damp (water) rag.<input type="checkbox"/> Check Crystals in the microderm machine if low tell instructor so they can fill<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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SPA HALLWAYS

INSTRUCTOR: <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> CLASS:	<ul style="list-style-type: none"><input type="checkbox"/> Sweep and mop all hallways from the entry to the spa all the way around.<input type="checkbox"/> Clean sinks with bar keepers' friend, wipe down vanities, wipe all mirrors with Windex, check in vanity cabinets for extra supplies or cleaning towels and bring to laundry or dispensary.<input type="checkbox"/> Wipe down garbage cans empty and replace garbage bags.<input type="checkbox"/> Refill hand soaps and paper towels in both hallways.<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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PREP-ROOM

INSTRUCTOR: <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px 0;"></div> CLASS: Day Beginning Basics	<ul style="list-style-type: none"><input type="checkbox"/> Scrub sinks inside and around with bar keeper's friend.<input type="checkbox"/> Wipe out towel cabbies with a mixture of hot water and vinegar.<input type="checkbox"/> Wipe down and refill all bottles, pumps, and products. Including acetone, cuticle remover, cuticle oils, salt, sugar, brown sugar, lotion, coconut oil, barefoot soak, hand soap, paper towels, Pedi slippers & Pedi Bags.<input type="checkbox"/> Pull out metal racks, sweep and mop under them. Sweep and mop all of the remaining floor.<input type="checkbox"/> Change out all orange towels under drying racks etc.<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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BREAK ROOM

<p>INSTRUCTOR: <input type="text"/></p> <p>CLASS:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Scrub sinks inside and around with bar keeper's friend. Refill hand soaps and paper towels.<input type="checkbox"/> Wipe down all counters and tables.<input type="checkbox"/> Sweep and mop floors.<input type="checkbox"/> Clean and wipe out microwaves (2) and refrigerator (1).<input type="checkbox"/> Change out all chair socks with clean socks. Take dirty ones to laundry to be cleaned.<input type="checkbox"/> Empty all garbage's and replace bags.<input type="checkbox"/> Put all lost and found items in Theory classroom to be claimed in 24 hrs.<input type="checkbox"/> INSTRUCTOR: Thoroughly clean the employee breakroom, wipe down all surfaces and equipment, remove all miscellaneous items. Also, gather students lost & found after 24 hours, place in bags and have someone take to be donated.
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THEORY AND PRACTICAL ROOMS

<p>INSTRUCTOR: <input type="text"/></p> <p>CLASS:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Sweep and mop all floors in assigned room.<input type="checkbox"/> Clean sinks and countertops in assigned room. Refill all paper towels and soap.<input type="checkbox"/> Empty garbage's and replace bags in room assigned.<input type="checkbox"/> Change out all chair socks with clean socks in assigned room. Take dirty ones to laundry to be cleaned.<input type="checkbox"/> Take any items that do not belong in the classrooms back to laundry or dispensary.<input type="checkbox"/> Let instructor know if any equipment needs maintenance.<input type="checkbox"/> Practical Room – Fold and clean crevices of massage beds where they fold, then put beds back up. Wipe down all blue metal carts. Make sure all linens are neatly folded in cabinets. Clean all wax pots in cabinets (Instructor must get them out for you).<input type="checkbox"/> INSTRUCTOR: Check all equipment, stools, chair etc., to ensure the screws are tight and equipment is safe. Post on maintenance channel if anything needs fixed beyond your ability or replaced.
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