

# spatracker

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

ZONE \_\_\_\_\_

APPTS STAGGERED?      YES      NO

APPOINTMENTS AT  
START OF THE DAY

NOTES: \_\_\_\_\_

APPOINTMENTS AT  
END OF DAY

\_\_\_\_\_

TRADES IN YOUR  
ZONE

\_\_\_\_\_

\_\_\_\_\_

1. CLIENT \_\_\_\_\_ ROOM # \_\_\_\_\_ STUDENT PREP CONSULT CLOSE  
STUDENT \_\_\_\_\_ TXT \_\_\_\_\_ : : :  
 CONSULT FORMS REVIEWED IN MORNING       ANY CONCERNS WERE ADDRESSED WITH STUDENT  
 DOES CLIENT HAVE ANOTHER APPOINTMENT       WAS TIMING CONFIRMED & COMPLETED

2. CLIENT \_\_\_\_\_ ROOM # \_\_\_\_\_ STUDENT PREP CONSULT CLOSE  
STUDENT \_\_\_\_\_ TXT \_\_\_\_\_ : : :  
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## SPA INSTRUCTOR CHECKLIST

- I will review my zones appointments for the day, identified the students I will be working with and reviewed the clients consultation forms in my zone.
- I will open the rooms and checked the equipment in my zone, and they are up to Skinworks standards.
- At the end of my shift I have double checked my rooms to ensure they are up to Skinworks standards.
- At the end of my shift I will complete my positions closing checklist.

SIGNATURE

DATE

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11 CLIENT \_\_\_\_\_ ROOM # \_\_\_\_\_ STUDENT PREP CONSULT CLOSE  
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