

Self-Inspection Checklist*

The Iowa Board of Barbering is providing this Self-Inspection Checklist as a tool to assist barbershop owners and managers in complying with the Board’s statutes and rules. Barbershop owners and managers are encouraged to complete this tool with every new hire and every six months. Any deficiencies should be corrected immediately.

Barbershop Name: _____ **Address:** _____

Shop License Number **Name & Title of Person Completing Checklist & License Number** **Date**

DOL Registered Apprenticeship Site YES NO

Apprenticeship Supervisor Name & Lice # _____

Apprenticeship Sponsor Name & Email/Phone # _____

Signs

- This barber has a sign visible outside the entrance designating it as a place of business. 645-22.3(1)(147)
- The most current barbershop license renewal card is posted in the front entrance providing the public a full, unobstructed view of the license. 645-22.3(2)(147)
- All individuals working in this barbershop have the most current license renewal card posted in the shop front entrance area to provide the public a full, unobstructed view of the license. 645-22.3(3)(147)
- If the licensee works in more than one barbershop, the current renewal card shall be posted in the primary place of practice, and the licensee shall have the current wallet card in the licensee’s possession. 645-22.3(4)(147)
- Each licensee shall have a valid U.S. government-issued photo ID to provide to an agent of the board upon request as proof of identity. 645-22.3(5)(147)
- IF YOU ARE A REGISTERED APPRENTICESHIP** 645 IAC 22.3(6) A sign shall be clearly displayed in the entrance of the barbershop that indicates in prominent lettering that an apprentice is employed and may perform services under the supervision of a licensed apprenticeship supervisor. **IF NOT WRITE N/A for Not Applicable.**

Facility

- 645-22.5(158) Building standards. This barbershop shall provide and maintain:
 1. A separate area to be used as a reception area;
 2. A supply of hot and cold running water and toilet facilities;
 3. A supply of safe drinking water;
 4. Hand-washing facilities;
 5. Adequate lighting;
 6. A floor surface in the service area that is nonabsorbent and easily cleanable;
 7. A minimum of one washbasin or lavatory for every two barber chairs in use. The wash basins or lavatories shall be readily accessible to the operator of each barber chair;
 8. Work surfaces that are easily cleaned;
 9. A dispensary; and
 10. A complete first-aid kit in a readily accessible location on the premises. At a minimum, the first-aid kit must include adhesive dressing, gauze, and antiseptic, tape, triple antibiotics, eyewash, and gloves.
- 645-22.6(158) Barbershop in residential buildings:
 1. A barbershop located in a residential building shall comply with all requirements in rule 645-22.5(158).
 2. A separate entrance shall be maintained for barbershops in residential buildings. An exception is that an entrance may allow passage through a nonliving area of the residence, i.e., hall, garage, or stairway. Any door leading directly from the licensed barbershop to any portion of the living area of the residence shall be closed at all times during business hours.
- 645-22.7(158) Barbershops adjacent to other businesses.
A barbershop operated adjacent to any other business shall be separated by at least a partial partition. When the barbershop is operated immediately adjacent to a business where food is handled, the establishment shall be entirely separated and any doors between the barbershop and the business shall be rendered unusable except in an emergency.

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<input type="checkbox"/>	645-22.8(142D, 158) This barbershop meets the Smoke free Air Act.
<input type="checkbox"/>	645-22.9(158) Personal Cleanliness. <ol style="list-style-type: none"> 1. All licensees or students that engage in serving the public shall be neat and clean in person and attire. 2. All licensees performing services shall thoroughly wash their hands with soap and water or any equally effective cleansing agent immediately before serving each client.
<input type="checkbox"/>	
Infection Control	
<input type="checkbox"/>	645-22.10(158) Universal precautions are being observed by all individuals working in this barbershop.
<input type="checkbox"/>	22.10(1) Students and licensees shall thoroughly wash hands after smoking, eating, or using the restroom and before providing services to each client. Hand sanitizers or gloves are not an acceptable substitute for handwashing.
<input type="checkbox"/>	22.10(2) Every barbershop shall have a biohazard sharps container for disposing of used needles, razor blades and other sharp instruments. These containers shall be located as close to the use area as is practical. These containers shall not be filled above the designated “fill line” and shall be disposed of in accordance with guidelines issued by the Centers for Disease Control and Prevention, U.S. Department of Health and Human Services.
<input type="checkbox"/>	22.10(3) Licensees and students shall wear disposable gloves or may refuse to provide the service when encountering clients with open sores. Gloves shall only be used on a single client and shall be disposed of after the client’s service. Anytime gloves are used during a service, licensees and students shall wash hands both before gloves are worn and after they are removed.
<input type="checkbox"/>	22.10(4) A licensee or student shall refrain from all direct client care and from handling client-care equipment if the licensee or student has open sores that cannot be effectively covered.
<input type="checkbox"/>	22.10(5) Instruments and implements shall be disinfected pursuant to rule 645—22.12(158).
<input type="checkbox"/>	22.10(6) Instruments and supplies that have been used on a client or soiled in any manner shall be placed in the proper receptacles clearly labeled “used.” All used items shall be kept separate from items that are disinfected and ready for use.
<input type="checkbox"/>	22.10(7) Disinfectant solution shall be stored in the dispensary.
<input type="checkbox"/>	645—22.11(158) Minimum equipment and supplies. Barbershops and barber schools shall provide: <ol style="list-style-type: none"> 1. At least one covered waste receptacle for the disposal of all waste, including hair; 2. Receptacles to hold all soiled towels and capes; 3. Clean, closed cabinets or drawers to hold all clean towels; 4. Disinfectant solution kept in the dispensary, and at each workstation at the discretion of the individual licensee or barbershop owner; and 5. A mechanical paper container and clean shaving paper or clean towel for each barber chair headrest.
<input type="checkbox"/>	645—22.12(158) Disinfection and sterilizing instruments and equipment. All nonporous tools and implements must be either disinfected or sterilized according to the requirements of this rule before use upon a client in schools and barbershops.
<input type="checkbox"/>	22.12(1) Disinfection. a. Nonporous tools and implements. <ol style="list-style-type: none"> 1. Immersion method. After each use, all immersible nonporous tools and implements shall be disinfected by cleaning the tools and implements followed by complete immersion in a disinfectant. Disinfectant solutions shall be mixed according to manufacturer label instructions. The manufacturer’s listed contact time for effectively eliminating all pathogens listed shall be adhered to at all times. 2. Nonimmersion method. After each use, any nonporous item that cannot be immersed in a disinfectant shall be cleaned with soap or detergent and water to remove all organic material and then sprayed or wiped with disinfectant. Minimum disinfectant contact time as listed on the manufacturer’s label shall be followed. Nonimmersible tools and implements include, but are not limited to, scissors, trimmers, clippers, handles of hair dryers and curling/flat irons. b. Disinfected implements shall be stored in a disinfected, dry, covered container and shall be isolated from contaminants. The container shall be disinfected at least once each week and whenever the disinfectant solutions are visibly dirty. c. Disinfectant solutions shall be changed as instructed on the solution’s manufacturer label or whenever the disinfectant solutions are visibly dirty.
<input type="checkbox"/>	22.12(2) Sterilization. UV light boxes are prohibited and are not an acceptable method of sterilization. a. Tools and implements may be sterilized by one of the following methods: <ol style="list-style-type: none"> 1. Steam sterilizer, registered and listed with the FDA and used according to the manufacturer’s instructions. If steam sterilization, moist heat, is utilized, heat exposure shall be at a minimum of 121°C/250°F for at least 30 minutes; 2. Dry heat sterilizer, registered and listed with the FDA and used according to the manufacturer’s instructions. If dry heat sterilization is utilized, heat exposure shall be at a minimum of 171°C/340°F for at least 60 minutes;

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	<p>3. Autoclave sterilization equipment, calibrated to ensure that it reaches the temperature required by the manufacturer’s instructions. If autoclave sterilization equipment is utilized, spore testing by a contracted independent laboratory shall be performed at least every 30 days. If a positive spore test is received, the autoclave may not be used until a negative spore test is received. The barbershop must maintain a log of each autoclave use, all testing samples and results, and a maintenance log of all maintenance performed on the device. Maintenance shall be performed according to the manufacturer’s instructions. The barbershop must have available for inspection the autoclave maintenance log for the most recent 12 months; or</p> <p>4. Chemical sterilization with a hospital grade liquid which, if used, shall be used according to the directions on the label. When chemical sterilization is used, items shall be fully submerged for at least 10 minutes.</p> <p>b. Sterilization equipment shall be maintained in working order. The equipment shall be checked at least monthly and calibrated to ensure that it reaches the temperature required by the manufacturer’s instructions.</p>
<input type="checkbox"/>	<p>645—22.14(158) Porous instruments and supplies that cannot be disinfected. Porous instruments and supplies that come into direct contact with a client and cannot be disinfected are single-use items and shall be disposed of in a closed waste receptacle immediately after use. These instruments and supplies include, but are not limited to, cotton pads, sponges, emery boards, and neck strips. .</p>
<input type="checkbox"/>	<p>645—22.15(158) Semisolids, dusters, and styptics.</p> <p>1. Creams and other semisolid substances used for clients must be kept in closed, labeled containers. All creams and other semisolid substances shall be removed from containers with a clean and disinfected applicator. Applicators made of a washable, nonabsorbent material shall be cleaned and disinfected before being used on a client and shall only be dipped into the container one time before being cleaned and disinfected again. Applicators made of wood shall be discarded after a single dip, which would be one use.</p> <p>2. The use of a styptic pencil is strictly prohibited; its presence in the workplace shall be prima facie evidence of its use. Any material used to stop the flow of blood shall be used in liquid or powder form.</p> <p>3. Nail buffers are for individual use and may not be used for more than one client. Presence of these articles in the workplace shall be prima facie evidence of use.</p> <p>4. All fluids, semifluids and powders must be dispensed with an applicator or from a shaker, dispenser pump, or spray-type container.</p> <p>5. Neck dusters, brushes, and common shaving mugs and soap shall not be used in any barbershop or barber school.</p>
<input type="checkbox"/>	<p>645—22.16(158) Blood exposure procedures.</p> <p>1. If a student or licensee injures oneself, the following steps shall be taken before the student or licensee returns to service:</p> <ol style="list-style-type: none"> a) Stop service. b) Clean the injured area by washing the area with soap and water. Use antiseptic or ointment as appropriate. c) In the case of mucous membrane exposure, wash or rinse the affected area with plenty of water. d) Cover the injury with the appropriate dressing. e) Clean the client and station as necessary. First, remove all visible debris and then clean the client with an antiseptic that is appropriate for the skin and clean the station with disinfectant. f) Bag any blood-soiled porous articles and dispose of articles in the trash. g) Wash and disinfect all nonporous items. h) Wash hands before returning to service. <p>If a client injury occurs, the following steps shall be taken:</p> <ol style="list-style-type: none"> a) Stop service. b) Glove hands of students or licensees. c) Clean injured area and use antiseptic or ointment as appropriate. d) Cover the injury with the appropriate dressing to prevent further blood exposure. e) Clean station by removing all visible debris and using disinfectant that is appropriate for the soiled surface. f) Bag any blood-soiled porous articles and dispose of articles in the trash. g) Wash and disinfect all nonporous items. h) Wash hands before returning to service.

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<input type="checkbox"/>	645—22.17(158) Prohibited hazardous substances and use of products. No barbershop or barber school shall have on the premises products containing substances which have been banned or otherwise deemed hazardous or deleterious by the FDA for use in cosmetic products. Prohibited products include, but are not limited to, any product containing liquid methyl methacrylate monomer and methylene chloride. No product shall be used in a manner that is not approved by the FDA. The presence of the product in a barbershop or barber school is prima facie evidence of that product’s use in the barbershop or barber school.
<input type="checkbox"/>	645—22.18(158) Proper protection of neck. A shampoo apron, haircloth, or similar article shall not be placed directly against the neck of the client but shall be kept from direct contact with the client by means of a paper neckband or clean towel. A neckband of paper shall not be used more than once. Towels or cloth neckbands shall not be used more than once without proper laundering.
<input type="checkbox"/>	645—22.19(158) Proper laundering and storage. All cloth towels and similar items shall be laundered in a washing machine with laundry detergent used according to manufacturer’s directions. All linens shall be dried until hot to the touch. No moisture shall be left in laundered items. A clean, closed storage area shall be provided for clean towels and linen, and a covered hamper or receptacle marked “used” shall be provided for all soiled towels, robes and linens.
<input type="checkbox"/>	645—22.20(158) Pets. Dogs (except dogs providing assistance to persons with physical disabilities), cats, birds, or other animals shall not be permitted in a barbershop or barber school. This rule does not apply to fish in an aquarium provided the aquarium is maintained in a sanitary condition.
Records	
<input type="checkbox"/>	645—22.21(158) Records. Client records and appointment records for chemical services shall be maintained for a period of no less than three years following the last date of entry. Proper safeguards shall be provided to ensure the safety of these records from destructive elements.
<input type="checkbox"/>	645—22.2(158) Infection control rules and inspection report. Upon request, the licensee shall make Chapter 22, Infection Control for Barbershops and Barber Schools, and the most recent inspection report available to the board, agents of the board, all persons employed or studying in a barbershop or school, and the general public.
References	

645—22.1(158) Definitions.

“Cleaning” refers to removing visible debris and disposable parts, washing the surface or item with water and soap or detergent, rinsing the surface or item thoroughly and drying the surface or item. Cleaning must occur before disinfection can begin.

“Disinfectant” means an EPA-registered bactericidal, virucidal, fungicidal, pseudomonacidal chemical solution, spray or wipe that is effective against HIV-1 and human hepatitis B virus and is intended to destroy or irreversibly inactivate specific viruses, bacteria, or pathogenic fungi, but not necessarily their spores, on nonporous items and surfaces.

“Disinfection” means the procedure that kills pathogenic microorganisms, but not necessarily their spores.

“Dispensary” means a separate physical location or area in a barbershop or school to be used for the storing and dispensing of supplies and cleaning and disinfecting of all implements. The dispensary is where products, chemicals and disinfectants are prepared, measured, mixed, portioned, and disposed of.

“FDA” means the federal Food and Drug Administration.

“Germicide” means an agent that destroys germs.

“Nonporous” means that a material has no pores and does not allow liquid or air to be absorbed or pass through. Common nonporous materials include glass, metal and plastic products.

“Porous” means that a material has minute spaces or holes that allow liquid or air to be absorbed or pass through. Common porous materials include pumice stone, wood, paper and cardboard products.

“Sterilization” means the procedure that kills all microorganisms, including their spores.

“Universal precautions” means practices consistently used to prevent exposure to blood-borne pathogens and the transmission of disease.

“Wash hands” means the process of thoroughly washing hands and the exposed portions of the arms up to the elbow with soap or detergent and water and drying with a single-use towel or air dryer. Bar soap shall not be considered to be a sanitizing agent.

Website: [Iowa Board of Barbering](http://www.iowabarbering.com)

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Iowa Bureau of Professional Licensure,

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Iowa Code Chapter 158

Chapter 21 Licensure of Barbershops

Chapter 22 Sanitation for Barbershops and Schools of Barbering

Chapter 23 Licensure of Barber Schools

Chapter 24 Continuing Education for Barbers

Chapter 25 Discipline for Barbers, Barber Instructors, Barbershops and Barber Schools

DOL Apprenticeship Registration

Federal Department of Labor Approved Apprenticeships

Web: www.apprenticeship.gov

Job Finder: www.apprenticeship.gov/apprenticeship-job-finder