



Open and Closing Guidance

Opening

- Arrive 15 minutes prior to opening at latest, to prepare the salon, till and your equipment
- Set up all equipment, disinfect, prepare new gown and towel for your first client
- Prep Hot Towels for the day (4 minimum)
- Open & Check Cash drawer on till (Float £100)
- Check daily appointments and address any issues
- Start Music
- Make sure all rooms are clean tidy and presentable
- Check toilet for presentation, toilet paper and fresh towel

Closing

- Finish your last client
- Disinfect all tools, equipment and sections
- Clean mirrors and reception area
- Cash up the till, store cash and end of day report in safe place
- Sweep, tidy and clean shop from front to back
- Hoover and Mop shop from back to front
- Empty Bucket
- Empty bins and new bin bags
- Close down and Lock up

These things must be done everyday WITH OUT FAIL!