

| AM | PM | Duties |
|---------------------------|----|---|
| | | Garbage/Recycling: Empty all trash/recycling bins and replace bin liners. Take trash out to the dumpster at the end of the night (midday if it's full). Take any boxes outside the back door or in the breakroom to recycling. |
| | | Back Bar: Stock color and developer. Wipe down counters, scales, mats and developer bottles. Refill any shampoo/conditioner or products as necessary. Clean hand mirrors. |
| | | Shampoo Bowls: Wipe down shampoo bowls, hoses, chairs and foot stools. Remove and disinfect head rests and drain baskets at the end of the day. |
| | | Break Room: Clean counters, tidy shelves and surfaces. Empty coffee filter, wipe down sink and back splash. Sweep floors. |
| | | Bathrooms: Sweep and mop floors. Clean mirrors, sink base and behind toilets. Make sure towels and toilet paper are stocked up. Empty trash. Refill hand soap. |
| | | Processing Room: Pick up any cups or magazines. Sweep the floor, wipe down the tables. Empty trash. |
| | | Laundry: Take all dirty laundry to the back. Change the load and start a new one before leaving. Fold/hang clean laundry. |
| | | Warm Towels: AM - Make sure there are plenty of warm towels made before leaving and empty water tray. PM - Empty warm towels and tray. Turn off heater and leave open overnight. |
| | | Dish Washer: AM - empty dishwasher and wipe down all glassware to make sure there are no remaining lipstick stains. PM - start dishwasher after fully loaded. |
| | | Water Jug and Coffee Pot: Make sure the water jug is full and the coffee pot is empty and the filter is removed. |
| | | Mats: Sweep and mop all station mats |
| | | Wax: AM - Turn on wax PM - Turn off and refill wax, sticks and mascara wands. |
| | | Check Foils: Make sure there are plenty of foils in the cabinet for the next shift. |
| | | Barbicide/Soapy Water Bins: Empty and refill both bins |
| | | Sweep Salon Floor: This includes the hallway, around shampoo bowls, back bar, around stations, etc. |
| | | Stations: Wipe down chairs, bases and stations themselves. Clean mirrors. |
| x | | Mop Salon Floor: PM - This includes the hallway, around shampoo bowls, back bar, around stations, etc. |
| Team Lead Sign Off | | |