

# Cleaning Checklist

Store with a Mystic \_\_\_\_\_  
104 points

Store without a Mystic \_\_\_\_\_  
82 points

Store: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

	2pts. Outstanding!	1pt. Satisfactory	-1pt. Unsatisfactory
<b><u>Lobby / Hallways-11</u></b>			
Neat / Organized			
Swept & Mopped – No Scuff Marks			
Rugs Vacuumed			
Signs Up & Current			
Baseboards Clean			
Benches and Bench Legs Clean			
Walls Clean			
Cleaning Stations – Neat / Organized			
Vacuum Cord wound & plug not broken			
Vacuum Filters Clean			
Vacuum Bag Not Full or Wet			
<b><u>Front Counter-6</u></b>			
Swept & Mopped – No Scuff Marks			
Radio on Approved Settings			
Lotion Display – Clean, Full & Creative			
Under Counters Clean & Organized			
Uniforms on ALL Employees			
Cash Drawers Locked –Minus 1 pt. for each drawer unlocked			
<b><u>Rooms-23</u></b>			
Bed Bench Fans Clean			
Bed Head Fan Clean			
Sungate/Future Sun Filters Clean			
Rooms Uniformed			
Walls Clean-All 4 Top to Bottom			
Behind Beds Clean			
Baseboards Clean			
Door Clean – Both Sides			
Swept & Mopped – No Scuff Marks			
Rugs Vacuumed & Flush w/Bed front			
Garbage Clean			
Area Around Hydraulics Clean			
Metal / Plastic Clean – No Fingerprints or Lotion			
Acrylic Clean			
Top Hood Clean			
Working Lock			
Pillow on Middle of Bed w/ Sanitized Sign on it			
All A/C & Ceiling Vents Clean			
Shelf Clean & Secure			
Signs Current/ Sign Holders Clean			

Radio Knobs Clean			
Control Sticker Clean & attached properly			
ALL 4 Room Ceiling Lights Working			

<b><u>Booths-17</u></b>			
Walls Clean			
Floor Clean			
Garbage Clean			
Grates Properly Hung & Clean			
Bulbs Clean			
Ledge above Bulbs Dusted			
Fan Blade & Cover Clean			
Hinges Clean			
Inside Ceiling Clean			
Top of Booth Clean			
Handle Clean & Tight			
Reflectors Clean & Tight			
Dressing Room Light Working			
Outside of Booth Clean – No Fingerprints			
Rug Outside of Booth Clean			
Vents Outside of Booth Clean			
Swept in between			
<b><u>Mystic Tan-22</u></b>			
Room Uniformed			
Room Walls Clean			
Inside Walls Clean			
Outside of Booth Clean incl. black lip by floor			
Behind Booth Clean			
Door Clean – Both Sides			
Floor Swept & Mopped – No Scuff Marks			
Mystic Mirror			
Door Handle, Buttons & Nozzles Clean			
Rug Vacuumed & Flush with front of Booth			
Garbage Clean			
Chair Clean			
Outside Top of Booth Clean			
Inside Ceiling of Booth Clean			
Filters Clean – 3			
Hose wound up			
Inside Floor Grates Clean			
Silver Platform Clean			
Area under Floor Grates Clean			
Blending Cream Container Clean			
Solution & Cleaning Barrel Full			
Room Ceiling Clean / AC Vent Clean			
<b><u>Restrooms-10</u></b>			
Swept & Mopped – No Scuff Marks			
Walls Clean			
All Lighting Working			
Light Fixtures Clean			
Ceiling Vents / AC Vent Clean			
Paper Products Full			

Dispensers Clean			
Toilet Clean – Top, Base, & Rim			
Sink Clean			
Baseboards Clean			

<b>Office-9</b>			
Office Door Locked			
No Pinholes			
Neat / Organized			
Paperwork Put Away			
Dry Erase Board Filled Out			
Personal items not left out			
Management Safe Locked			
Staff Safe Locked			
Swept & Mopped - No Scuff Marks			
<b>Backroom-5</b>			
Neat / Organized			
Floor Swept & Mopped - No Scuff Marks			
Washer & Dryer Clean			
Garbage taken out			
Dumpster Locked			
<b><u>Inventory-1</u></b>	<b><u>Over</u></b>	<b><u>Under</u></b>	<b><u>\$ Amount</u></b>
Bottles			
Packettes			
Winkease			
Eyecandy / Sunsets			
Facial Wipes			
Miscellaneous Lotion			
Points Awarded -			