

Manicuring New School Approval Checklist (600 Sq Ft minimum) Total Sq Ft _____

Practice/Theory Department

- _____ Number of square feet (Described as: adjacent room, part of same room)
- A room or area with equipment for theory training appropriate to both practical and theory learning including desks and chairs.
- One mannequin practice table/stand minimum of 24 inches deep by 36 inches wide of workspace surface in an area with hot and cold running water to accommodate each student enrolled in the practice/theory department;
- _____ Number of students
- If the practice department is separate from the clinic, in another room with a door, the practice department must also have one hand washing sink with hot and cold running water, separate from restrooms.
- _____ Is the theory classroom in another location within 500 ft? If Yes number of students _____

Clinic Department

- _____ Number of square feet
- 48 inches of space from the center to the center of each manicuring table;
- 24 inches from the center of the chair forward;
- 48 inches from the backrest behind the chair to any other manicuring table;
- _____ Number of plumbed hand washing sinks with hot and cold running water, separate from restrooms, located in or adjacent to the clinic area; (At least 1 is required) (2 sinks required for 20 students)
- _____ Number of manicuring table (a minimum of two stations with electrical outlet), client chair, and student chair; (10 required for 20 students)
- _____ Number of pedicure chairs and basins; (10 required for 20 students)
- A waste container at each station; and
- A covered container for soiled or disposable towels located in the clinic area.
- All stations must be numbered numerically.
- The advanced department in a manicuring school must be equipped with the following equipment if there are more than 20 enrolled advanced students:*
- One station for each additional two students: a station shall include one manicure table and two chairs;*
- Two plumbed hand washing sinks with hot and cold running water, separate from restrooms*
- *All manicuring schools must provide an additional 5 square feet on the clinic floor for each enrolled advanced student over 20.

Dispensary

- a room or area to organize and maintain supplies, equipment for disinfection of all implements and a plumb sink with hot and cold running water.
- All cosmetic art schools must have the required equipment and supplies to carry out disinfection procedures; per 21 NCAC 14H .0403 and 21 NCAC 14H.0404.
- Supplies to carry out all offered cosmetic art services
- Material Safety Data Sheets (Safety Data Sheets) for all products in the school

Administrative/Office

- Office that can lock
- Office that has a locking file cabinet
- Electronic office equipment suitable for scanning, printing and secure document storage
- Course curriculum for each cosmetic art discipline
- Performance evaluation plan
- Outfitted with a minimum of one desk and one chair

Recordkeeping within the administrative office

- Cosmetic art schools must maintain a secure/locked permanent file
- Plan for complete record for each student
- Plan for actual number of hours of attendance for each student
- Access to student records must be limited to agents of the Board, teachers and administrators of the school.

Reception area

- For clients to wait prior to receiving services;

For Student/school customer Use

- Break room
- Restrooms for student, school personnel, and school customer use;
- Locker or room for students to secure and lock personal belongings throughout the day

Signs/Notifications

- Each cosmetic art school must display a sign in a conspicuous place in the reception area.
- The sign cannot be smaller than 12 inches by 18 inches, with lettering at least one and one half inches in size and must read as follows: "Cosmetic Art School Work Done Exclusively by Students."
- All Cosmetic Art schools must post hours of operation per cosmetic art discipline
- All cosmetic art schools must maintain a bulletin board in plain sight of the clinic floor.
- Each room in a cosmetic art school must be labeled according to its assigned purpose.

Maintenance

- All cosmetic art schools must maintain a ventilation system in good working order with temperature control.
- All cosmetic art school buildings shall be maintained. Maintenance includes the safe and working condition of the physical building, furniture, equipment and supplies.
- Documentation of local municipality ordinance, fire safety code, electrical and plumbing approvals

Student Kit

- A manicurist bowl;
- Nail brushes;
- A tray for manicuring supplies;
- One mannequin hand;
- A manicuring kit containing proper implements for manicuring and pedicuring;
- Implements for artificial nails, nail wraps and tipping.
- Textbooks used for instruction shall not exceed 5 years after original publication date
- Schools must provide text books and supplementary educational materials and equipment to students.

Inspector

Inspector

Date Inspected

Signature of Approval

Signature of Approval

Signature of Disapproval

Signature of Disapproval

Reason(s) for Disapproval _____
