

CHECKLIST FOR REMODELING YOUR SALON, SCHOOL, OR SPA



Important Questions to Ask Before Building a New Salon, School or Spa

It is important to assess your current layout and your long-term dream before undertaking the process of opening or redesigning your current facility. Here are the important questions to ask yourself before contacting a salon furniture manufacturer.

The Nuts & Bolts	✓	Notes
Square footage of your space?		
Outer walls (brick, cinder block, sheetrock)?		
Water heater (gas/electric)? Gallons?		
Electrical Amps (amperage)?		
Air Conditioning servicing your area (tons/btus)?		
Front entrance door type (single/double door)?		
Rear door type (single/double door)?		
Present flooring? Preferred flooring?		
Are there columns in the middle of your space?		
Present ceiling type?		
Present lighting?		
Are there adequate restrooms?		
Remodeling budget?		
Budget per station?		
Reception Area	✓	Notes
Is the reception area included in the remodeling?		
Number of persons that waiting area should accommodate?		
How many people will be working the front desk?		
Will there be a computer(s) at the reception desk?		
Have you purchased and researched phone systems and intercom?		
Will there be a cash register at the reception desk?		
How much storage space is required in reception area?		

CONTACT US

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Who & What You Need	✓	Notes
Number of stylists (employees)?		
Percentage of cut blower work?		
Percentage of set work?		
Number of dryers needed?		
Number of Processing Areas?		
Number of stations required in tint area?		
Number of shampoo bowls?		
Are you remodeling a manicure area?		
Number of each style?		
Space needed for each?		
Airbrush workspace needed?		
Are you remodeling a pedicure area?		
Where will it be located?		
Will there be a separate wet area?		
Waxing required?		
Number?		
Location?		
Facial required? 19. Number?		
Wet?		
Massage required?		
Location?		
Shower?		
Tanning required?		
Parts You May Forgotten	✓	Notes
Will you have a dispensary sink?		
Washer/Dryer? Size?		
Lounge? Number?		
Storage required?		
Dimensions required for office?		
Number of restrooms needed?		
Size of each?		

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The Little Things Count

Don't forget to ask yourself these questions.

Legal	✓	Notes
Does your salon meet all city and state codes?		
Have you Incorporated?		
Do you have an accountant and an attorney?		
Have you purchased?	✓	Notes
First aid kit.		
Fire Extinguishers.		
Brooms, mops, glass cleaner, etc.		
Ashtrays or "No Smoking" signs.		
Wastebasket, arrangements for trash removal.		
Vacuum or floor supplies.		
Laundry supplies.		
Paper towel dispenser for restrooms.		
Towels for shampoo area. •		
Outside door mats.		
Are the important utilities and product necessities ordered?	✓	Notes
Price list of services.		
Appointment cards.		
Bookkeeping record books, etc.		
Pencils, pens, stapler.		
File and file folders.		
Stamp pad and "Deposit only" stamp.		
Stationary, envelopes, stamps.		
Customer sales tickets, service record files.		
Outside sign.		
Magazines for your customers.		
Vending machines.		
Retail products.		

Now the Fun Begins!

Add about two months after your delivery date and plan your Grand Opening!

Always plan your Grand Opening a month after the salon opens to allow yourself to "tweak" and fine tune everything!

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Be Prepared By Planning Your Space

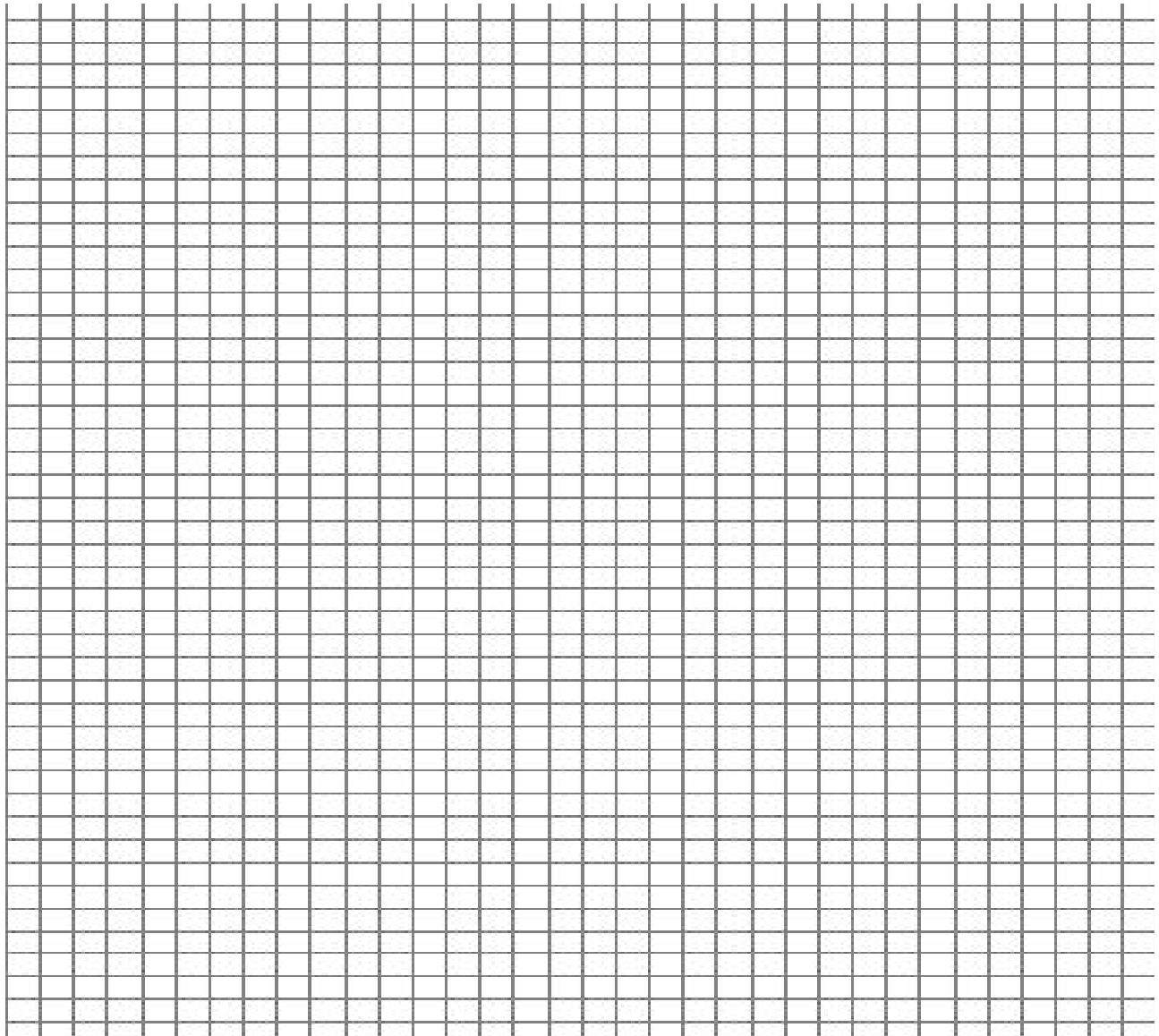
Utilize this grid and a key to help our designers understand the structure of your layout from plumbing systems and electric outlets to load bearing walls and doors.

How to Measure Your Space

1. Measure along wall surfaces, doors, and windows and account for the direction the doors swing.
2. Indicate ceiling height
3. Show location of all existing plumbing and note the measurement to the center of the drain lines
4. Mark concrete or masonry walls
5. Show exact location of offsets, posts, or unique structures or items
6. Show location of exposed pipes, conduit, vents, columns, and other objects not attached to walls
7. Indicate the location of the electrical panel box

Space Recommendations

- 32 sq. ft. minimum per stylist
- 24 sq. ft. per pedicure station
- 108 sq. ft. per spa treatment room
- 90 sq. ft. for barbering station
- 3-4' clearance between furniture and partitions
- For work stations opposite each other, in a face-to-face vanity arrangement, 12' between the stylist work circles and 4' between the end of the vanity and the end of wall
- For island-type vanities that project out from the wall at least 6' between the back of one and the back of another
- For dryers 11-12' between back-to-back or face-to-face arrangements



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