



Check Out Procedures

PLEASE MAKE SURE THAT YOU COMPLETE THE FOLLOWING:

FRONT OF VAN

- Does the van have GAS for tomorrow?
- Take personal belongings.
- Throw away trash.
- Ensure receipts and credit card are stored in compartment.

SALON

- Vacuum fur/hair
- Spray/clean and disinfect – walls, ceiling, cabinets, corners, molding, and table.
- Spray/sanitize and wipe down Tub. (make sure there is no sitting water)
- Remove all trash (Use a garbage bag).
- Remove dirty towels (Place in bin).

BACK OF VAN

- Does the Generator have gas for tomorrow?
- Fill water tank
- **Winterize van if applicable.**
- Check tank straps.
- Empty vacuum into garbage bag.

RESTOCK

- Towels for the next day.
- Shampoos, conditioners, ear solution, dental spray if running low.
- Cleaning products.
- If we are out and/or running low, please let us know!

END OF SHIFT TEXT

- Text over any cash payments and anything eventful.
- Anything out of the ordinary or things we should know.