

Spa Staff Daily Sanitation Checklist

Date: _____ Staff Name: _____

Checklist

Area/Item	Task	Completed	Notes
Treatment Rooms	Disinfect beds, chairs, counters, and used tools		
Reception	Sanitize reception counter and waiting area seats		
Restrooms	Clean and disinfect all surfaces and replenish supplies		
Shared Equipment	Sanitize all reusable equipment after each use		
Laundry	Replace towels, linens; move used items to laundry		
Floors	Sweep and mop all areas		
Trash Disposal	Empty all bins and replace liners		

Staff Signature: _____ Manager Signature: _____