

# SAMPLE COPY OF ELECTROLOGY OFFICE INSPECTION REPORT

## ELECTROLOGY OFFICE INSPECTION REPORT

<b>DATE OF INSPECTION:</b>
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OFFICE INFORMATION	
<b>Name of Office:</b>	<b>Office License Number:</b>
<b>Owner of Office:</b>	
<b>Address of Office:</b>	
<b>Telephone Number:</b>	<b>E-Mail Address:</b>
<b>Designated Licensed Electrologist:</b>	<b>License Number:</b>

NAME OF ALL ELECTROLOGISTS WORKING IN THIS OFFICE		
Name	License Number	License Posted
		Yes No
		Yes No
		Yes No
		Yes No

INSPECTION		
The License of every Electrologists working in this office must be posted and visible to all customers		Yes No
Office license must be posted (when received) and visible to all customers		Yes No
Floors, walls, chairs and other furniture and surfaces are made of cleanable materials		Yes No
Floors, walls and furniture are clean and in good repair		Yes No
Office is well-lit		Yes No
Sink with hot and cold running water in each treatment room		Yes No
Single use paper towels		Yes No
Disposable paper or cloth drapes are used and clean ones are stored in a closed cabinet		Yes No

Disposable medical grade gloves, made of latex or synthetic material are available	<b>Yes No</b>
Heavy-duty, reusable, puncture resistant utility gloves used for housekeeping	<b>Yes No</b>
Puncture proof sharps container with bio-hazard sign	<b>Yes No</b>
Packaged pre-sterilized, disposable, single use needles (probes) are available	<b>Yes No</b>
Forceps, rollers and tips for epilator needle holders are submerged in a fresh protein-dissolving enzyme detergent and water after each use	<b>Yes No</b>
Forceps, rollers and tips for epilator needle (probe) holders are cleaned using an ultrasonic cleaning unit with fresh solution	<b>Yes No</b>
Forceps rollers and tips are packaged, dated, marked with a chemical indicator and sterilized in an autoclave or dry heat sterilizer. If dry heat sterilizers are used, heat-sensitive tips are subjected to an intermediate -level disinfectant. Example would be 70-90% alcohol or 10% bleach solution	<b>Yes No</b>
Forceps and tips are stored in a clean, dry, covered container	<b>Yes No</b>
Cleaning equipment (submersion bin, ultrasonic cleaner, autoclave and/or dry heat sterilizer) is cleaned and dried daily	<b>Yes No</b>
Spore testing is conducted once per month	<b>Yes No</b>
Date of last spore test is available	<b>Yes No</b>
Spore test results are maintained permanently and readily available to the inspector and state upon request	<b>Yes No</b>
Surfaces touched during treatment are decontaminated after each treatment of a client, following manufacturer's instructions for use of product	<b>Yes No</b>
Hand soap	<b>Yes No</b>
Covered waste container	<b>Yes No</b>
FDA approved Autoclave or Dry heat sterilizer	<b>Yes No</b>
Blood spill kit	<b>Yes No</b>
Disinfectant is hospital-grade registered by the EPA	<b>Yes No</b>

**STATEMENT OF LICENSED ELECTROLOGIST OR DESIGNATED PERSON OF OFFICE BEING INSPECTED**

I HAVE READ THIS INSPECTION REPORT AND UNDERSTAND ITS CONTENTS. I UNDERSTAND THAT I WILL RECEIVE A LETTER BY MAIL, DETAILING THE DISCREPANCIES THAT I MUST CORRECT. I ALSO UNDERSTAND THAT I MUST RESPOND TO THE DISCREPANCY LETTER WITHIN THIRTY (30) DAYS, EXPLAINING WHAT CORRECTIVE ACTION HAS BEEN TAKEN OR WHY I FEEL NO ACTION IS NECESSARY. I UNDERSTAND THAT FAILURE TO RESPOND TO THE DISCREPANCY LETTER WITHIN THIRTY (30) DAYS MAY RESULT IN DISCIPLINARY ACTION AGAINST MY ESTABLISHMENT AND/OR LICENSE. AFTER HEARING AND UPON A FINDING OF UNPROFESSIONAL CONDUCT, AN ADMINISTRATIVE LAW OFFICER MAY DISCIPLINE YOUR LICENSE BY: (1) REVOKING A LICENSE; (2) SUSPENDING A LICENSE; (3) RESTRICTING A LICENSE.

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Licensed Electrologist*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Inspector*