

# Room Turnover & Sanitation Checklist

**Goal:** To provide a pristine, clinical, and welcoming environment for every client.

## Phase 1: Immediate Post-Session (Client Exiting)

- **Hand Hygiene:** Wash hands thoroughly with soap and water for at least 20 seconds.
- **Linen Stripping:** Remove all used linens, including face cradle covers and bolster covers. Place them in the designated "Soiled" bin immediately (do not let them touch the floor).
- **Air Circulation:** If applicable, ensure the HEPA filter is active or crack a window for 2–3 minutes to refresh air quality.

## Phase 2: Disinfection (The "5-Minute Reset")

- **Primary Surface:** Wipe down the entire massage table (including the face cradle assembly and underside of the headrest) using a hospital-grade disinfectant.
  - *Note: Ensure the surface stays wet for the manufacturer's recommended "dwell time" to ensure total kill-rate.*
- **High-Touch Points:** Disinfect door handles, light switches, oil/lotion bottles, and the client's chair or clothing bin.
- **Bolsters & Tools:** Clean any bolsters, stones, or cups used during the session with appropriate disinfectant.

## Phase 3: The Setup

- **Fresh Linens:** Replace the table with clean, high-thread-count linens. Ensure there are no visible wrinkles or stains.
- **Table Cover:** Must be used if you have a table warmer and/or fleece pad
- **Table Warmer:** Set table warmer to low temp so you can reduce if client asks for no warmth
- **Ambiance Check:** \*  Adjust lighting to the "Welcome" setting.
  - Reset the music playlist or sound machine.
  - Check room temperature

## Phase 4: Final Inspection

- **Olfactory Check:** Ensure the room smells neutral or lightly scented with approved essential oils (no heavy "body odors" or chemical fumes).
- **Floor Check:** Ensure there are no oil drips or stray debris on the floor.
- **Documentation:** Complete the SOAP notes for the previous client before the next intake begins.

