

North Carolina Board of Barber and Electrolysis Examiners

New Mobile Barber Shop Checklist

This checklist is designed to help you determine whether your mobile barber shop will pass inspection. **IMPORTANT:** this checklist only applies to mobile barber shops, not standard (brick-and-mortar) shops. For more information on standard barber shops, please visit our website at www.bbee.nc.gov.

You don't need to complete this form, but you should make sure you can answer Yes to each question. If you have any questions, please contact the appropriate inspector by going to <https://www.bbee.nc.gov/barbers/resources/barber-inspections>.

Vehicle

- Is the vehicle either:
 - A motor home; or
 - A self-contained, self-supporting, enclosed mobile vehicle at least 16 feet in length (bumper to bumper) and not a towed unit or trailer?
Please note that trailers or other towed units are NOT permitted. The vehicle must be able to move without being pulled or towed.
- Does the vehicle have ventilation and air circulation through the use of fans or an HVAC system?
- Do all walls and floors have a smooth finish?
 - Examples of smooth finishes include tile or linoleum.
 - Carpet or materials with gaps and cracks will not be acceptable.
 - You'll want to be able to easily sweep or mop without materials getting into cracks or gaps.

Measurements

- Does the vehicle have sufficient space inside for the barber to be able to maneuver around the barber chair and safely provide barbering services? *Note: you must have space for the chair to recline to provide shave services, even if you don't plan to offer shaves.*

Toilets, sinks, sewage and wastewater

- Is there at least one functional sink with potable, running hot and cold water?
- Is the sink available for use by both mobile barber shop personnel and clients?

- Does the shop have soap and disposable towels for all sinks?
- Is there a hot water tank with a minimum capacity of six gallons?
- Is there at least one self-contained, recirculating, flush chemical toilet with a holding tank?
- Is the toilet available for use by both mobile barber shop personnel and clients?
- Will the shop comply with all applicable federal, state, and local commercial, transportation, and environmental rules related to the disposal of sewage and wastewater?
- Will the shop immediately stop operating when any of the following apply?
 - Wastewater storage has been reached
 - Toilets don't function
 - Sinks don't have potable, running hot and cold water
 - There's no longer an adequate supply of clean water to complete barbering services
 - There's no longer adequate wastewater capacity to complete barbering services

Equipment and facilities

- Does the mobile shop have at least one cabinet for barbering equipment?
- Is the cabinet made of material that can be sanitized?
- Do all storage cabinet doors have safety catches to keep them closed?
- If equipment isn't stored in cabinets, is it securely anchored to the mobile vehicle?
- Is there at least one covered container (such as a trash can) made of noncorrosive metal or plastic, where all hair clippings, refuse, and other waste materials will be deposited?
- Is there at least one barber chair?
- Are all barber chairs covered with a smooth, non-porous surface?
 - You must be able to easily clean this surface.
 - Examples of suitable materials include plastic, vinyl, or leather.
- Does the shop have a supply of clean towels sufficient to provide barber services?
- Does the shop have a cabinet or other method of storage so that clean towels can be stored separately from used towels?
- Will all equipment and tools used to provide barber services be maintained in a sanitary and good operating condition?

- Does the shop have an adequate supply of disinfecting chemicals for tools and equipment?
- Are all disinfecting chemicals stored in containers, such as jars, that are located at the workstand? (You can store extra bottles of chemicals that you aren't using elsewhere, but the jars with chemicals that barbers are currently using must be kept at the workstand.)
- Do all disinfecting chemicals used for barber services have a list of all contents and instructions on how to use the chemicals?
- Will the shop always follow the manufacturer instructions on how to use the chemicals?
- Are all sinks and toilet facilities made of materials that can be easily cleaned?
- Does the shop have an adequate supply of newly laundered towels or paper towels to cover the headrest of every barber chair and to change those towels between each client?
- Does the shop have an adequate supply of capes or haircloths for each client?
- Does the shop have an adequate supply of paper neck strips or newly laundered towels to place between the client's neck and the cape or haircloth? These strips or towels should prevent the cape or haircloth from touching the skin.

Personnel

- Has the shop designated a licensed barber responsible for the sanitary condition of the shop?
- Is that licensed barber responsible for verifying that only licensed barbers provide barbering services in the mobile shop?
- Is that licensed barber responsible for verifying based on government identification that any licensee employed in the shop is the person whose name appears on the license, before allowing the licensee to perform barber services?

Monthly report of locations

- Will the mobile shop submit a monthly report at www.bbee.nc.gov by the last day of each month, showing where the mobile shop will provide services for the upcoming month?
- If the shop wishes to operate a different location than what was reported, will it submit a revised report by the following deadlines? (IMPORTANT: "business day")

refers to the board's business days, excluding weekends and state holidays. It doesn't mean your business days of operation.)

- At least one business day in advance, if the date, time, and location didn't appear on the original report
- At least four hours before the reported start time, if a previously reported location has changed and is fewer than 20 miles from the original location
- At least one business day before the reported start time, if a previously reported location has changed and is more than 20 miles from the original location

Note: you can operate up to half a mile away from the reported location without having to submit a revised report.

- Will the mobile shop prohibit any operation at a location not reported online as described above?

Other requirements

- Does the shop have its name and permit number on the outside of the vehicle, visible by the public from at least 50 yards away?
- Are services outside the mobile barber shop prohibited? (In other words, services can only be provided inside the vehicle. For example, you typically can't park the vehicle outside a person's home and go inside that home to provide barber services.)
- Are pets prohibited, except for service canines?
- Are all barbers who will work at the shop properly licensed?
- Is the shop free from rodents, vermin, insects, mold, mildew, or water damage?
- Will licenses and permits for individuals be posted in a conspicuous place next to or near the person's work chair or workstand?
- Will the shop license (when you receive it from the board) be posted in a place easily seen by the public inside the shop?
- Will the sanitation rating card (when you receive it from the board) be posted in a place easily seen by the public inside the shop?
- Will a booklet with the board's laws (when you receive it from the board) be posted in a conspicuous place in the shop? We recommend posting it by the shop license.
- Is the shop well lighted and well ventilated?
- Is the shop in orderly and sanitary condition? (The shop should be free from debris, clutter, or soiled surfaces.)

- Will barbers thoroughly clean their hands with soap and running water immediately before serving each client?
- Will barbers always wear clean attire?