

General Salon Operations & Service Audit

Hospitality

APPOINTMENTS & COMMUNICATION

Were all cancellations/changes checked and schedule updated accordingly?

☐ Yes☐ No

Have service leads from external sources been contacted and scheduled?

☐ Yes☐ No

Have emails been checked for pending tasks or training schedules?

☐ Yes☐ No

CASH & BANKING PREPARATION

Does previous day's business + petty cash tally with current opening balance?

☐ Yes☐ No

Was previous day's cash counted, rechecked, and banking slip prepared?

☐ Yes☐ No

Is the cash register maintained as per SOP?

☐ Yes☐ No

Has the deposit slip been uploaded to the finance system after banking?

☐ Yes☐ No

GROOMING & READINESS

Has the team (1st shift) completed self-grooming and punch-in?

Yes

No

Are the main switch, lights, ACs, TV, computer, and music system turned on?

Yes

No

Are iPads, mobile phones, and EDC machines switched on and sufficiently charged?

Yes

No

QUALITY & FACILITY CHECK

Is façade and exterior clean, with standees placed correctly? (Upload photos)

Yes

No

Has the floor and service area been checked for cleanliness, organization, and equipment readiness?

Yes

No

Is retail area clean, dust-free, aligned with planogram, and VM guidelines followed?

Yes

No