SALON PLANNING TIPS

The following general information may be helpful when planning your new salon. These are guidelines only. You should consult with your contractor and/or the local authorities as to permit regulations, state and local building codes, and general requirements for commercial facilities.

SQUARE FOOTAGE:

For planning purposes, the normal square footage required per hair stylist is 150 to 200 square feet … see the following table:

<table>
<thead>
<tr>
<th>Nbr of Stylists</th>
<th>Square Feet Req’d</th>
<th>Nbr of Stylists</th>
<th>Square Feet Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>450-600</td>
<td>6</td>
<td>900-1200</td>
</tr>
<tr>
<td>4</td>
<td>600-800</td>
<td>7</td>
<td>1050-1400</td>
</tr>
<tr>
<td>5</td>
<td>750-1000</td>
<td>8</td>
<td>1200-1600</td>
</tr>
</tbody>
</table>

These estimates include some provision for the space needed for reception, styling, drying, shampoo, dispensary, and a single rest room. Additional square footage is required for additional services … see some of the examples in the attachments drawings.

ELECTRICAL REQUIREMENTS:

Electrical needs depend on the size of the salon and the specific services provided. But, in general, you can anticipate the following needs.

- Styling Station, each stylist 110 volts, 20 amps
- Hair Dryers, each 110 volts, 10 amps
- Electric Shampoo Chair 110 volts, 10 amps
- Reception Desk 110 volts, 15 amps
- Dispensary Area 110 volts, 20 amps
- Pedicure Units 110 volts, 20 amps
- Washing Machine, towels 110 volts, 15 amps
- Electric Dryer, towels 220 volts, 45 amps
- Electric Hot Water Heater 220 volts, 45 amps

These salon-specific electrical requirements are above and beyond the normal electrical needs for heating, cooling, lighting, and general electrical service. Plus, depending on size, a salon may require more than one hot water heater.

WATER SUPPLY:

<table>
<thead>
<tr>
<th>Installed</th>
<th>Water Supply</th>
<th>Hot Water Heater Storage Capacity</th>
<th>Hot Water Heater Recovery Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 2 bowls</td>
<td>¾” line</td>
<td>50 gallons</td>
<td>75 gallons/hour</td>
</tr>
<tr>
<td>3 to 5 bowls</td>
<td>1” line</td>
<td>75 gallons</td>
<td>150 gallons/hour</td>
</tr>
<tr>
<td>6 to 8 bowls</td>
<td>1 ¼” line</td>
<td>100 gallons</td>
<td>200 gallons/hour</td>
</tr>
<tr>
<td>Hydrotherapy Tub Or Vichy Shower</td>
<td>1” line</td>
<td>75 gallons</td>
<td>150 gallons/hour</td>
</tr>
</tbody>
</table>

*** These are planning guides only … consult local codes and manufacturer’s recommendations.
SPACE PLANNING

The order of planning a salon is water areas first, styling, drying and additional services second, and reception last.

Dispensary:
The size of the dispensary depends on your customers needs and wants: The dispensary average size is 8'-0" X 9'-6". This will provide room for a sink, washer, dryer shelving and hot water heater.

Shampoo:
The spacing requirements for the shampoo units differ, because of the style. The measurements in the following chart do not include bowls, chairs or a walk way.

Conventional Shampoo
When planning a shampoo room: The distance from the back of the unit to a parallel wall should be 8'-6" minimum. The distance from the center line of the first drain to an adjacent left wall should be 14" minimum.

42" wide shampoo

48" wide shampoo
Backwash Shampoo:
1. Allow 32" left-to-right for each unit.
2. Allow 36" behind the unit for stylists.
3. Allow 48" for conventional chairs, or 72" for chairs w/ kickout.
5. Allow 30" to 36" for aisles.
6. Overall, allow 12' front-to-back, or 11' as a minimum.

Pedicure Units:
The side of the pedicure sink unit opposite the stairs must be placed 13' away from the wall. Room size for a single pedicare station is 8'-0" X 5'-6" (44 square foot). Room size for a double pedicare station is 8'-0" X 7'-6" (60 square foot).
Styling:

Chemical:

Styling-Drying:

STYLING

Drying

8'-0"

One (1) wall of styling stations or dryers parallel to a blank wall 8'-0".

STYLING

14'

Two (2) parallel walls of styling stations

STYLING

12'-0"

One (1) wall of styling stations and one (1) wall of dryers (parallel) 12'-0"
Two (2) parallel walls of dryers 12'-0".

STYLING WORK SPACE

PRIVATE STYLING

Minimum

Recommended
NEW SALON CHECKLIST

Below are items to remember when opening a salon.

1. Salon meets all State and City codes.
2. Outside door mats.
3. All supplies will be delivered on time.
5. Towels for shampoo area.
7. Vacuum or floor sweeper.
8. Waste baskets and arrangements for trash removal.
10. Cleaning Supplies: brooms, dust mop, glass cleaner, etc.
11. Vending machines or service.
13. First aid kit.
15. Appointment cards, stamp pad, "Deposit Only" stamp.
16. Stationary and envelopes, postage stamps.
17. File and file folders.
19. Pencils, pens, stapling machine and staples.
20. Customer sales tickets - service record files.
21. Charge plate machine for popular credit cards.
22. Bookkeeping record books, etc.
23. Salon price list of services.
24. Retail products.
25. Salon intercom - music system.
26. Fire extinguishers.
27. Opening advertising.
29. Employee ongoing training.
30. Ash Tray. (Optional)
### Site Selection and Licensing

- **Site Location**: Lease or Purchase
- **Secure All Permits (State-City-County)**
- **Federal ID and Sales Tax ID**
- **Occupational Licenses (City/County & State)**

### Utilities

- **Utilities (electric, phone, gas)**
- **Telephone Hookup**
- **Select Internet Service**
- **Set Up and Pay All Utilities/Deposits Etc. (Telephone, Water, Electricity, Etc.)**

### Equipment

- **Select Your offered SERVICES**
- **Select Your Equipment**
- **Salon Equipment**
- **Spa Equipment**
- **Nail Equipment**
- **Medi / Dental Equipment**

### Construction

- **FootPrint/Layout of Salon (Planning)**
- **Architect Planning (Planning)**
- **Interview GC - Bid/Hire Contractors “Build-Out”**
- **Contractor Bid/Estimates**
- **Construction per Bids**
- **HVAC - Plumbing - Electrical**
- **Carpenters**
- **Electrician**
- **Ceiling**
- **Paint / Wall Covering & Flooring**
- **Fixtures & Equipment**
- **Select Colors of Floor Tile, Carpeting, Wall Covering.**

### Preopening

- **Order Salon Equipment**
- **Exterior Signage**
- **Reception Furniture**
- **Office/Lounge Equipment**
- **Washer-Dryer-Towels**
- **Magazines, Appointment Cards**
- **Cash Register - Computer/Safe**
- **Dispensary Cabinets**
- **Order Supplies**
- **Office / Lounge Equipment**
- **Draperies**
- **Supplies**
- **Prepare Opening Advertising**
- **Opening Advertising**
- **PLACE WANT ADS IN LOCAL PAPERS**
- **Interviews**
- **Train Staff**

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**Start To Finish Schedule**

Use this as a guide to assist you with building your new salon.