

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:

<u>Nbr of Stylists</u>	<u>Square Feet Req'd</u>	<u>Nbr of Stylists</u>	<u>Square Feet Req'd</u>
3	450-600	6	900-1200
4	600-800	7	1050-1400
5	750-1000	8	1200-1600

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:

<u>Installed</u>	<u>Water Supply</u>	<u>Hot Water Heater Storage Capacity</u>	<u>Hot Water Heater Recovery Rate</u>
1 to 2 bowls	¾" line	50 gallons	75 gallons/hour
3 to 5 bowls	1" line	75 gallons	150 gallons/hour
6 to 8 bowls	1 ¼" line	100 gallons	200 gallons/hour
Hydrotherapy Tub Or Vichy Shower	1" line	75 gallons	150 gallons/hour

*** These are planning guides only ... consult local codes and manufacturer's recommendations.

SPACE PLANNING

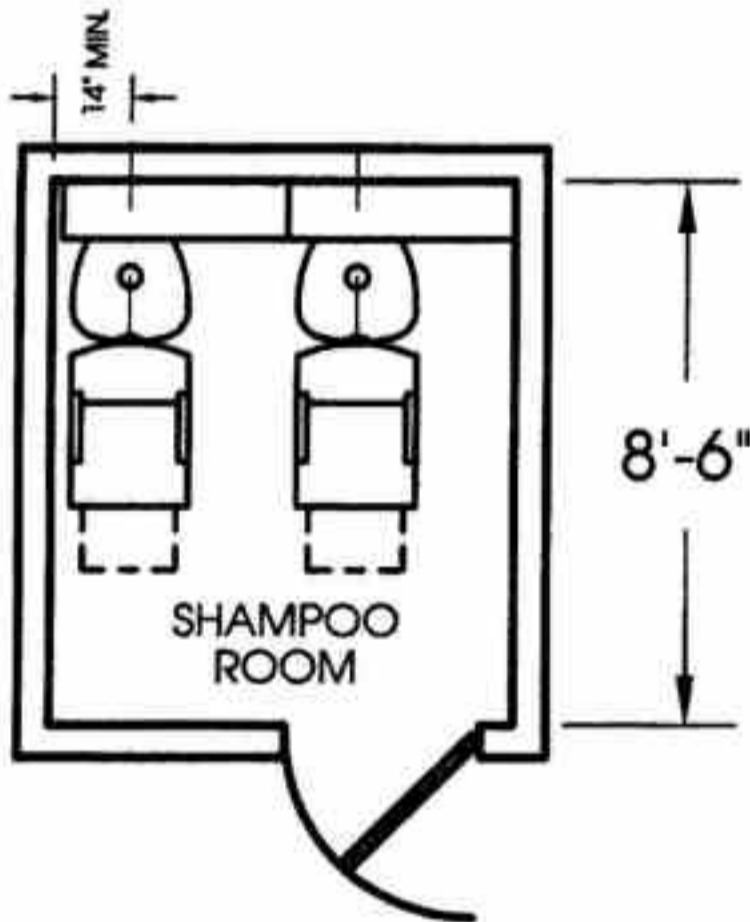
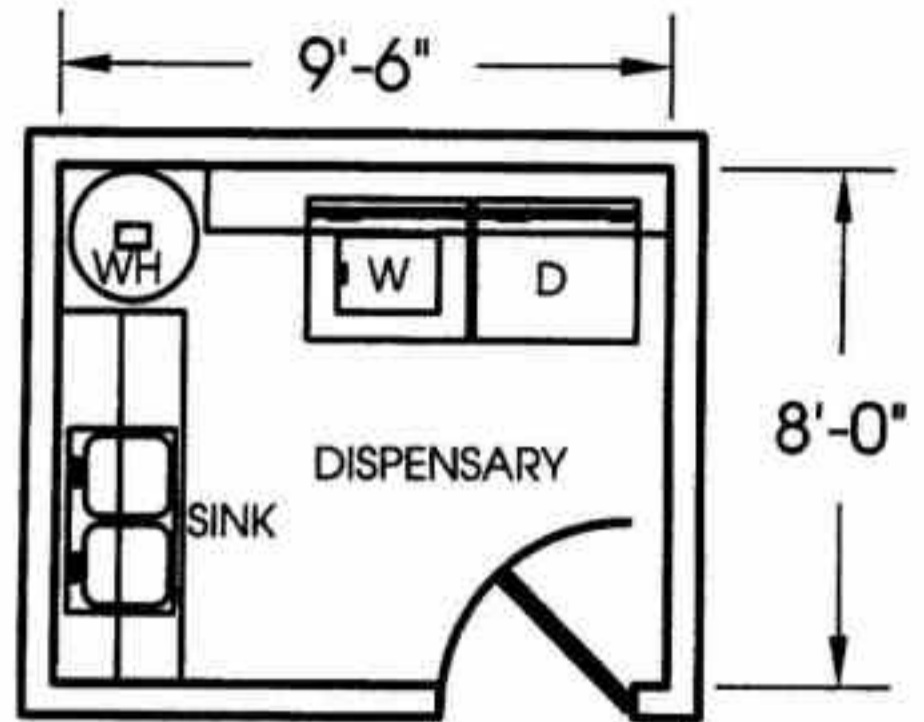
The order of planning a salon is water areas first, styling, drying and additional services second, and reception last.

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.

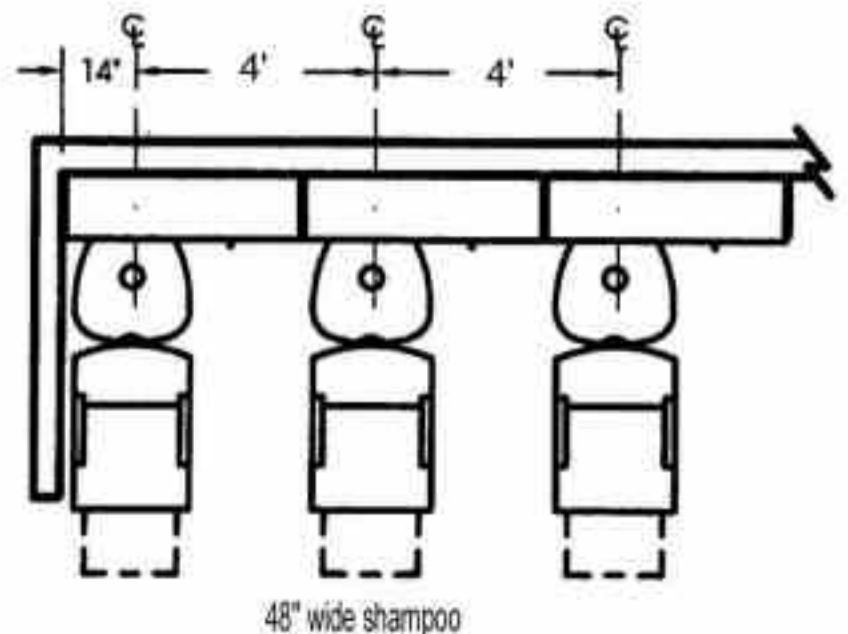
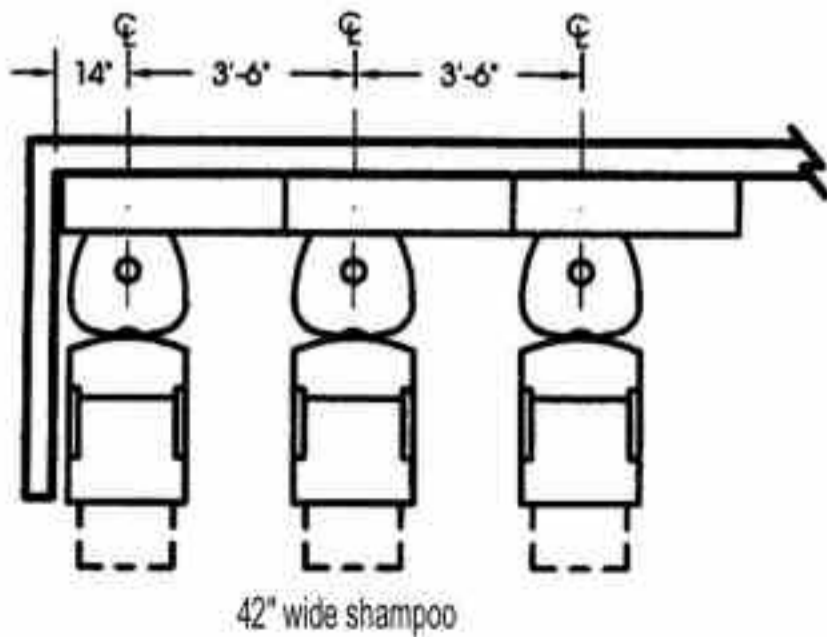
Shampoo:

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.

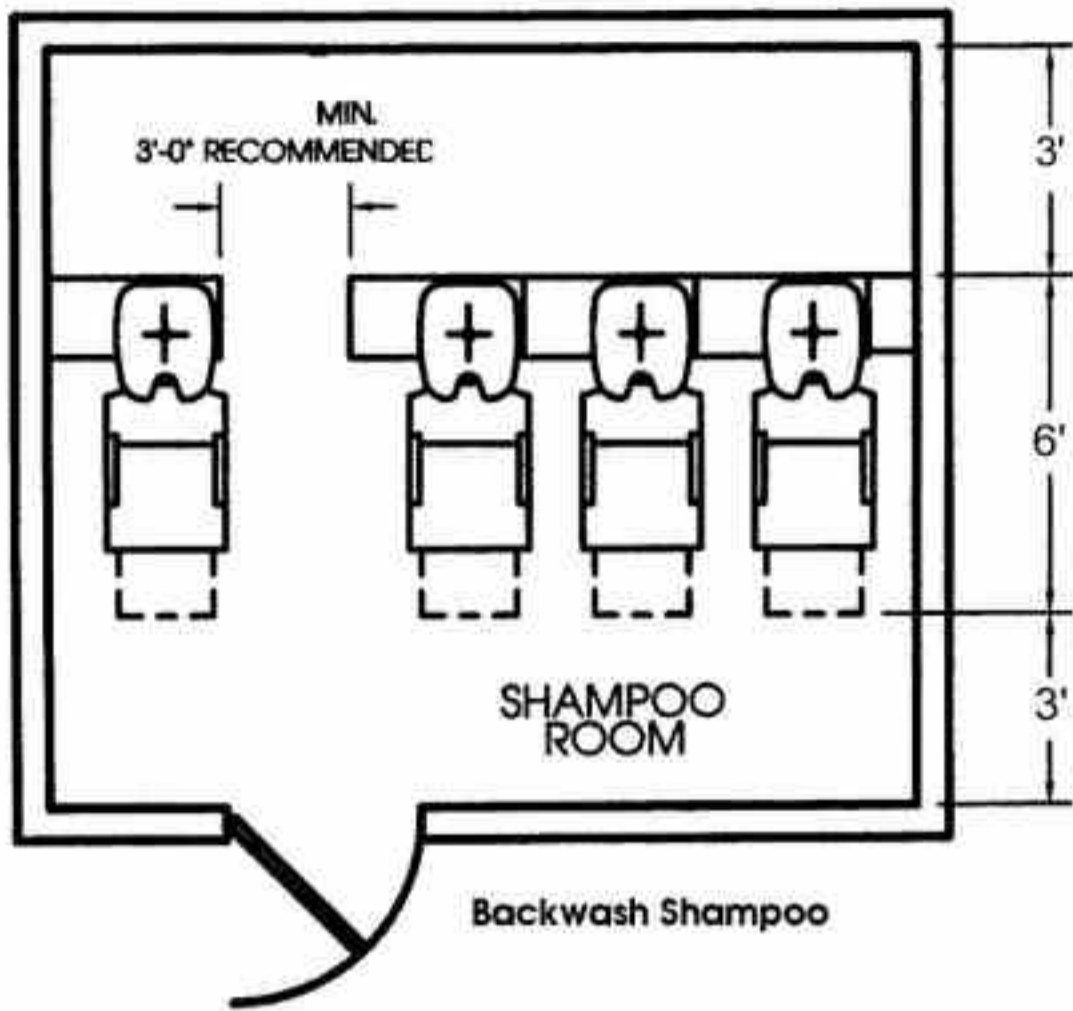


Conventional Shampoo

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.



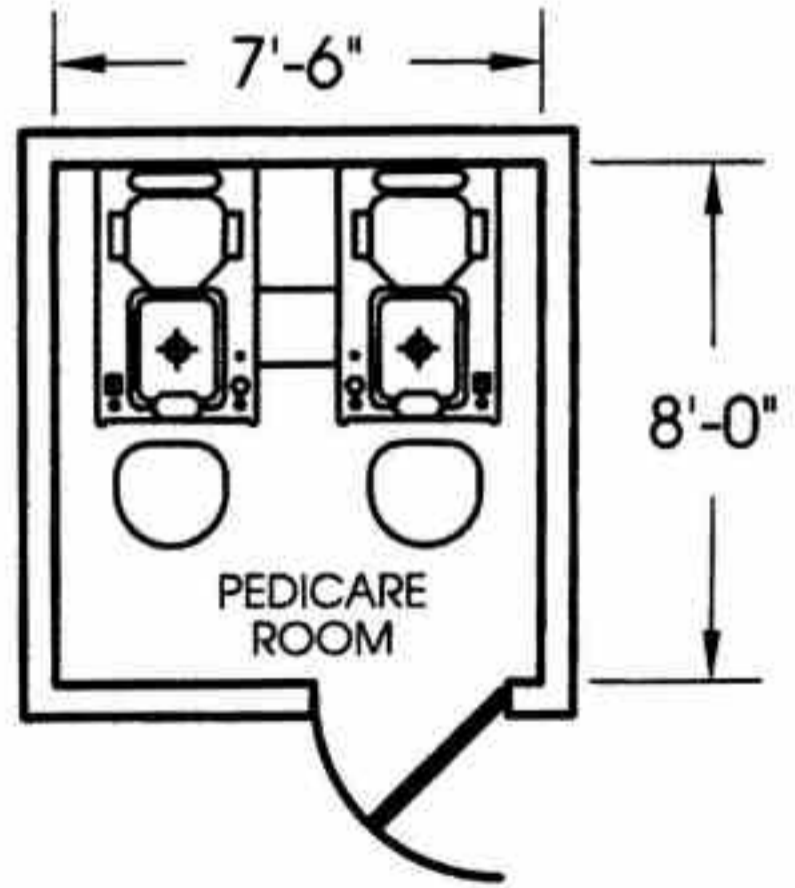
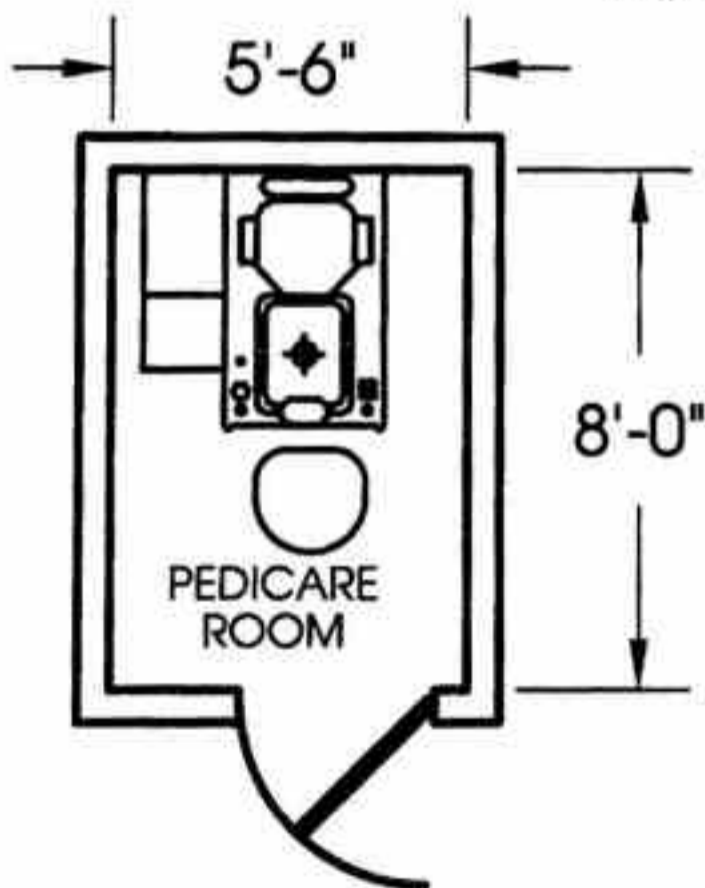
Backwash Shampoo:



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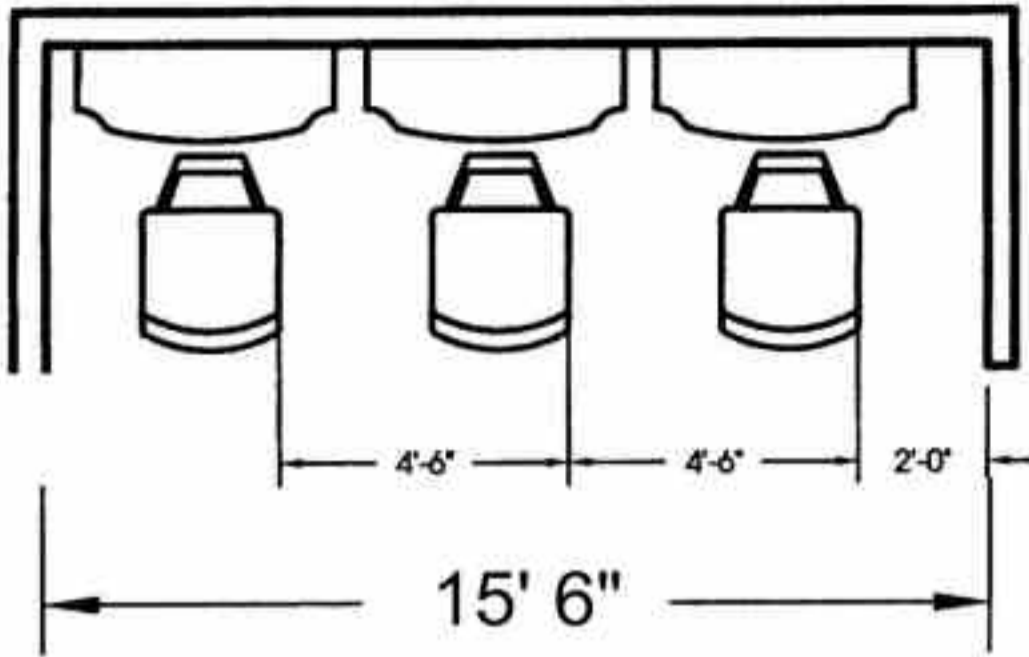
1. Allow 32" left-to-right for each unit,
2. Allow 36" behind the unit for stylists.
3. Allow 48" for conventional chairs, or 72" for chairs w/ kickout.
4. Allow 36" in front of chairs.
5. Allow 30" to 36" for aisles.
6. Overall, allow 12' front-to-back, or 11' as a minimum.

Pedicure Units:

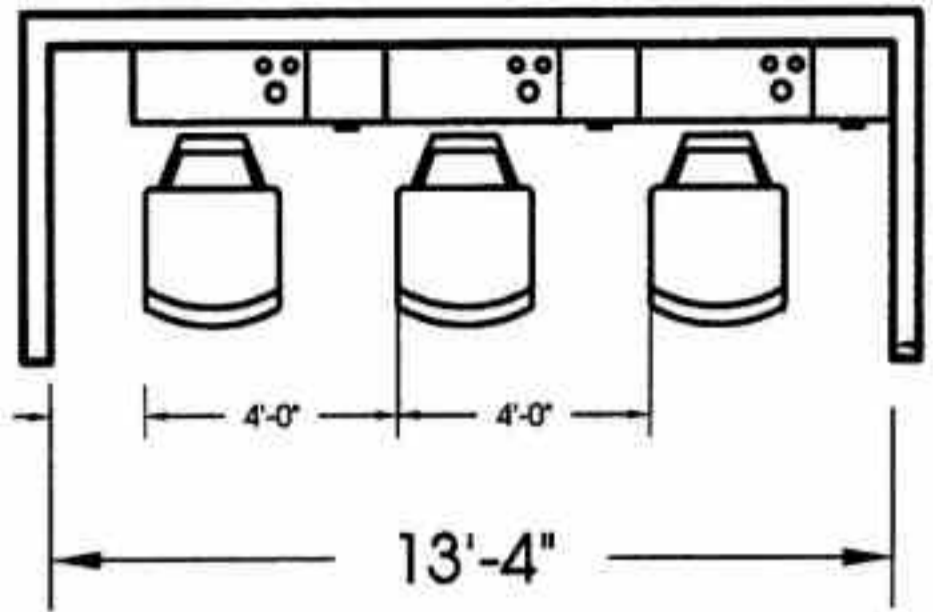


The side of the pedicure sink unit opposite the stairs must be placed 13" away from the wall. Room size for a single pedicure station 8'-0" X 5'-6" (44 square foot). Room size for a double pedicure station 8'-0" X 7'-6" (60 square foot)

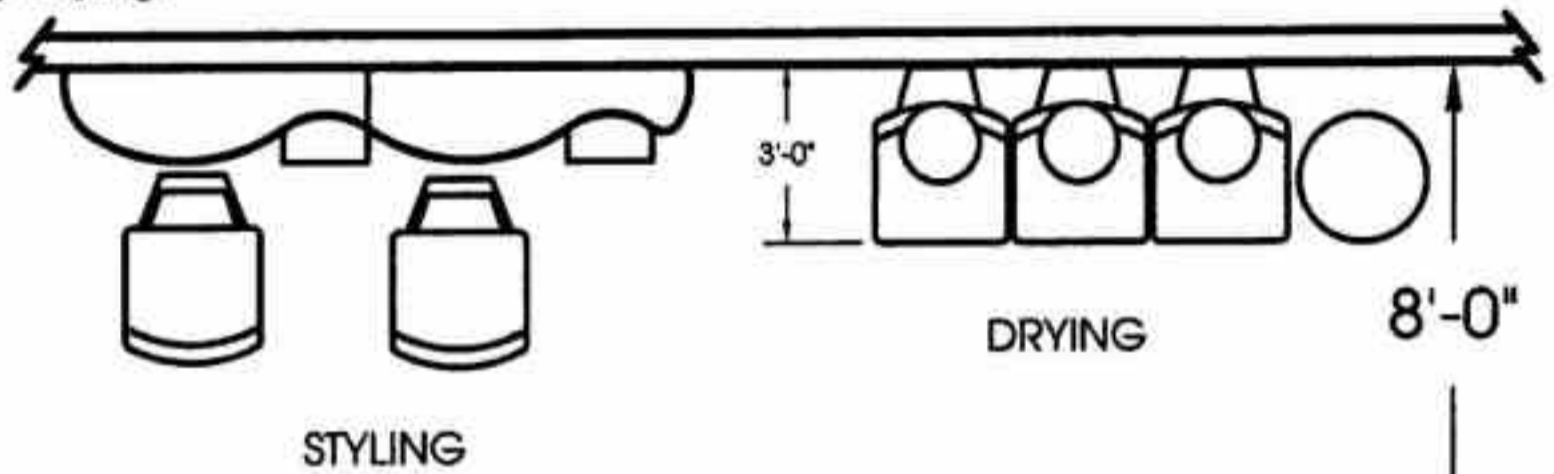
Styling:



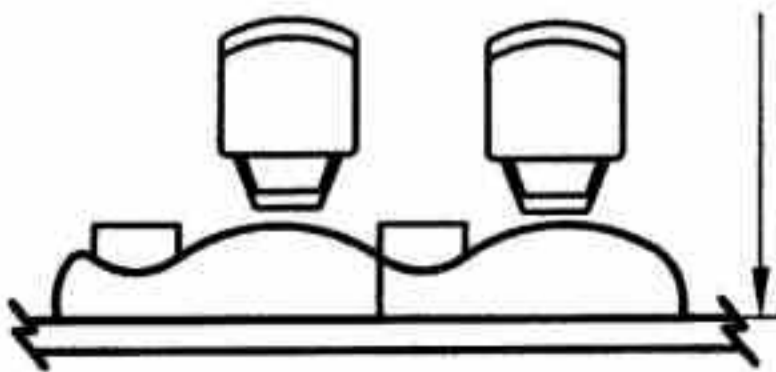
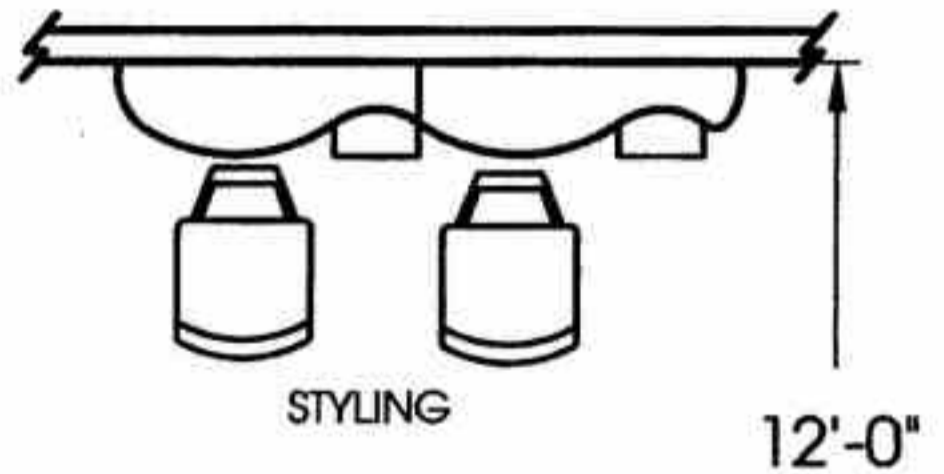
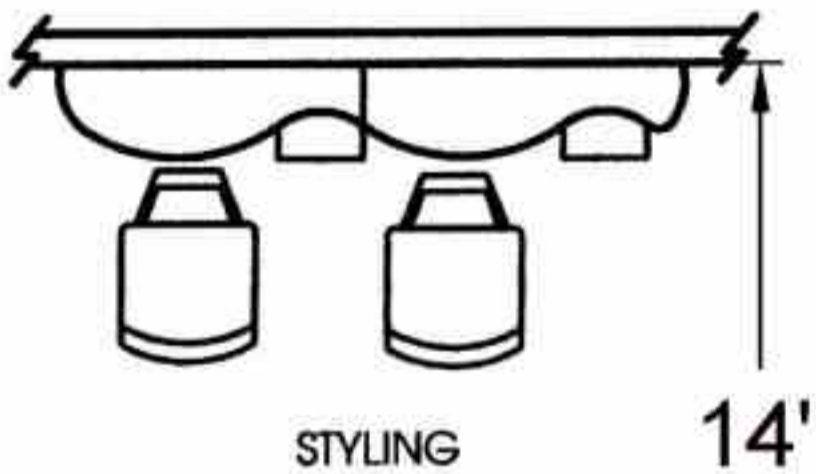
Chemical:



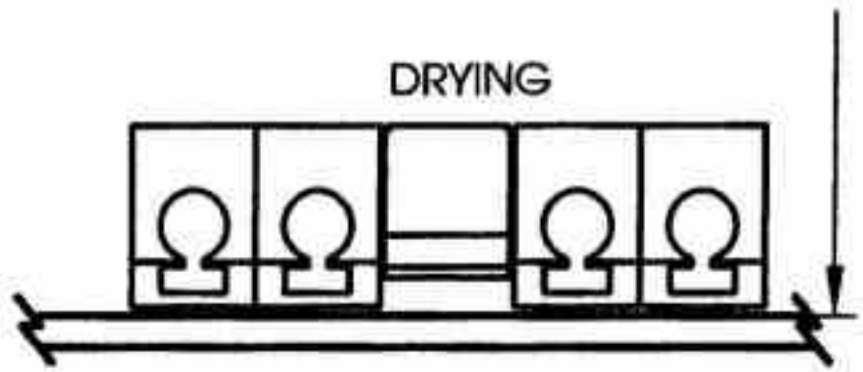
Styling-Drying:



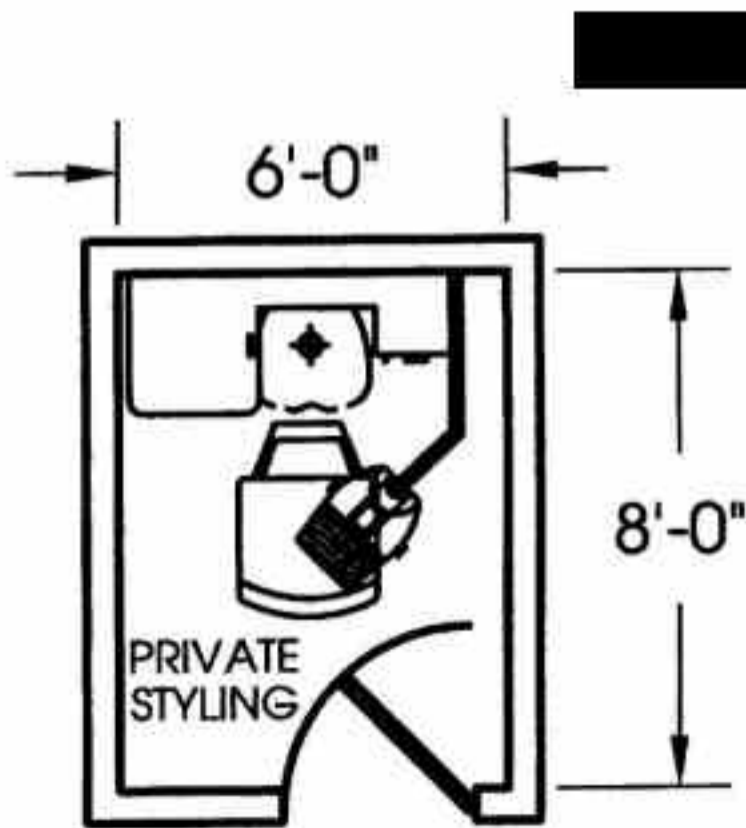
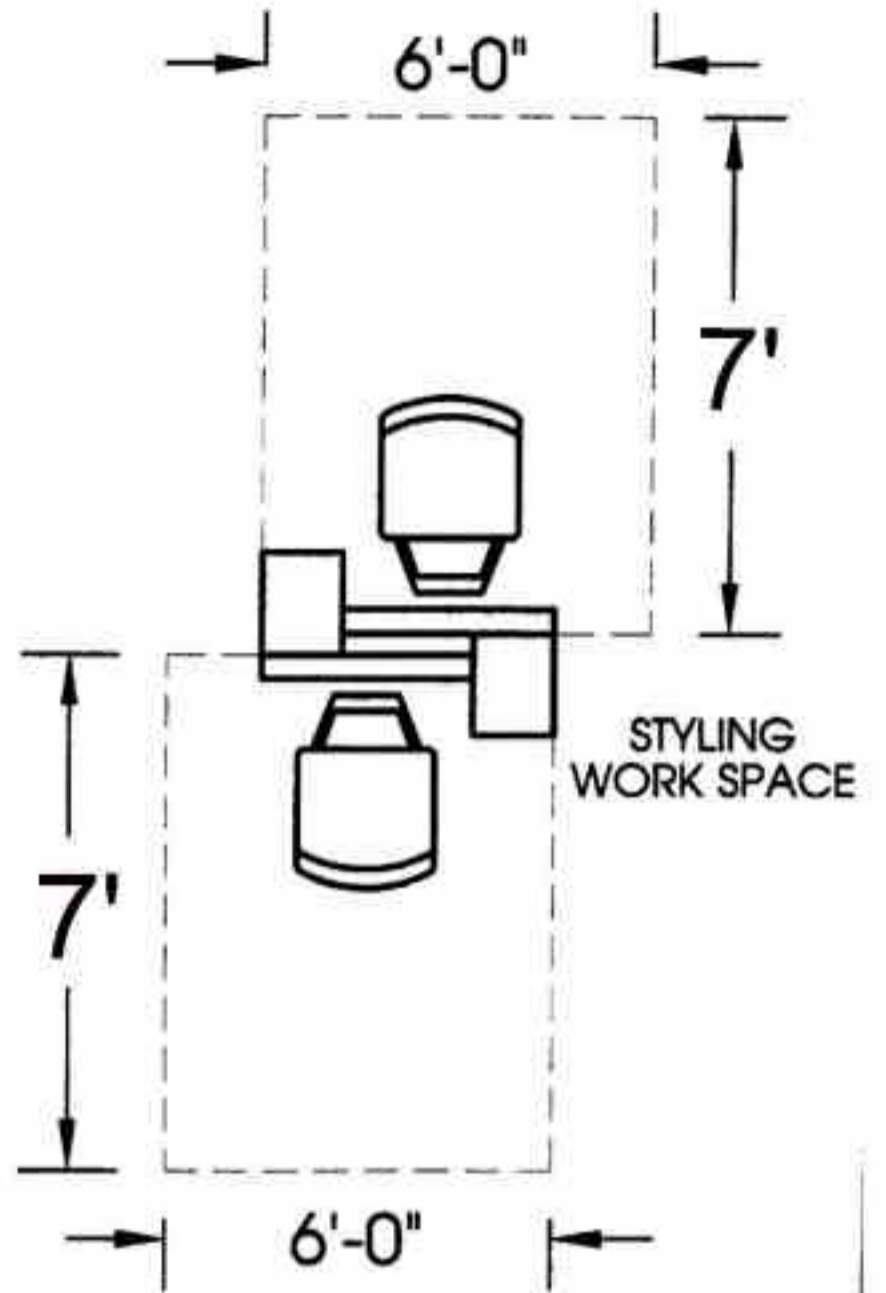
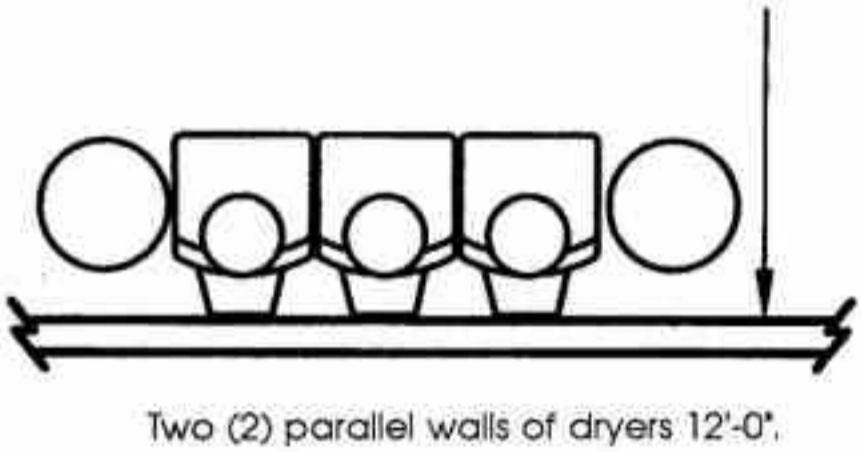
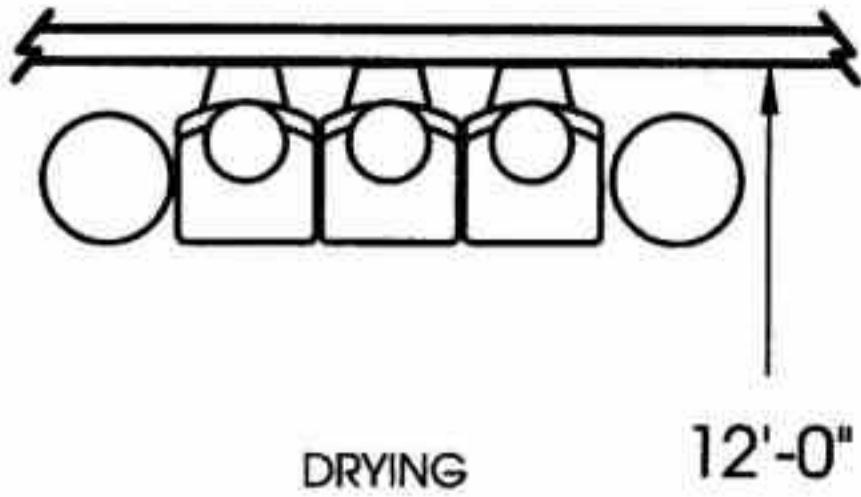
One (1) wall of styling stations or dryers parallel to a blank wall 8'-0".



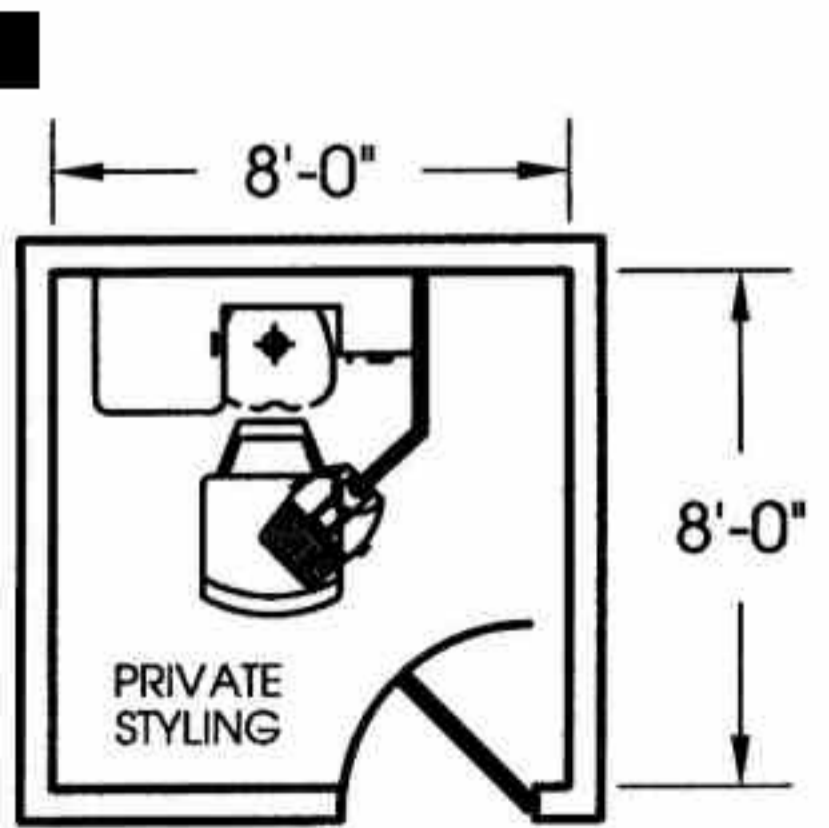
Two (2) parallel walls of styling stations



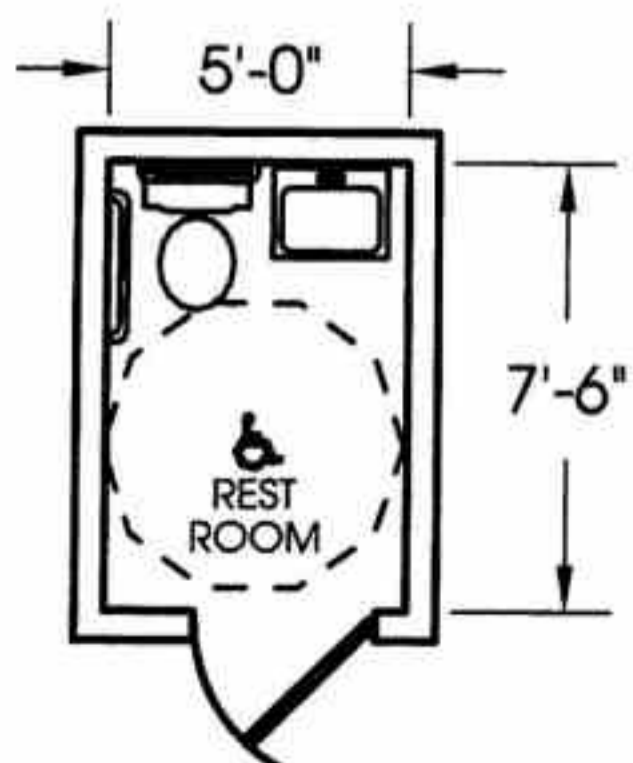
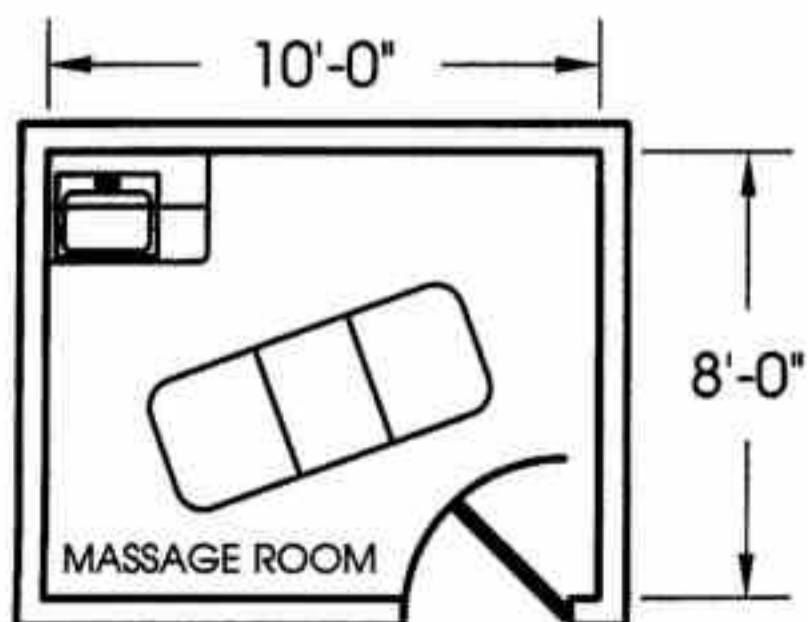
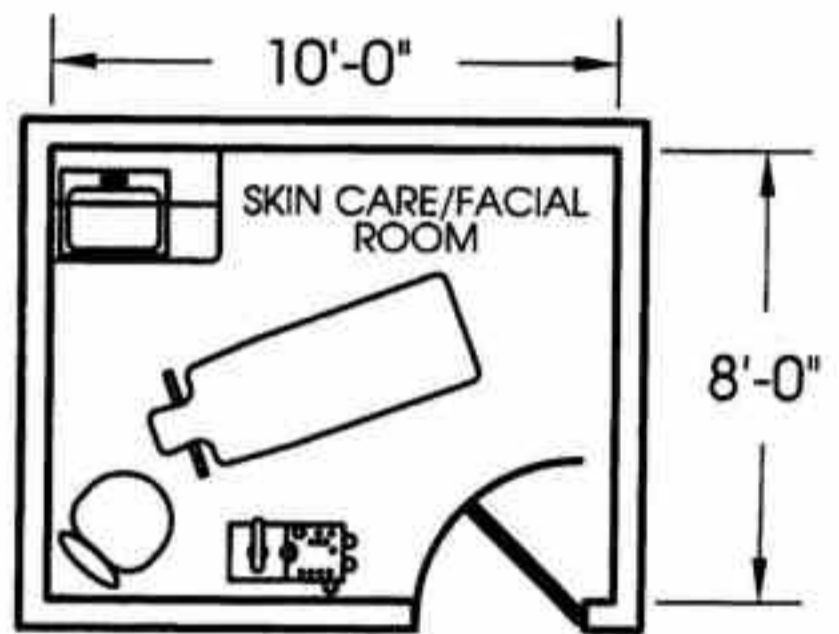
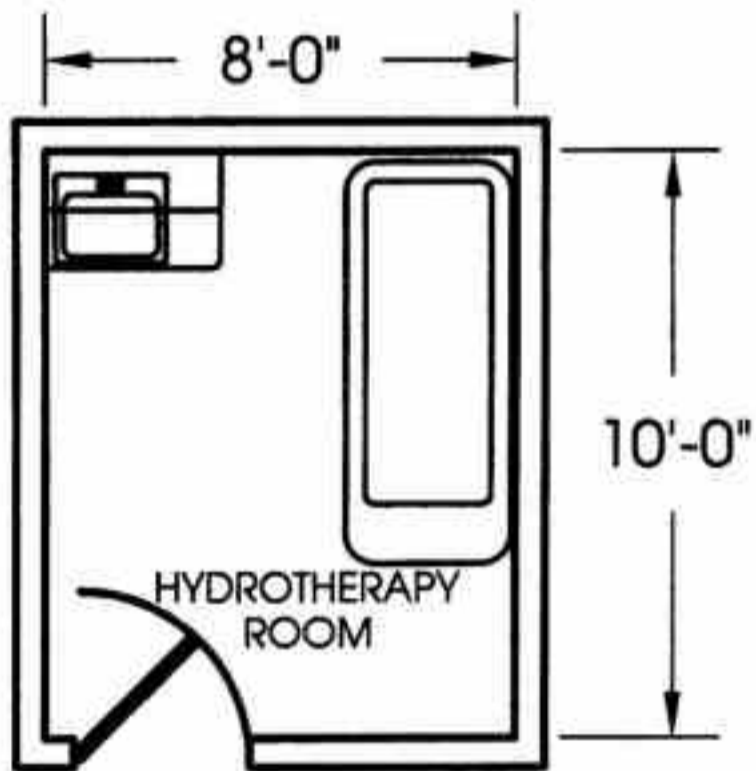
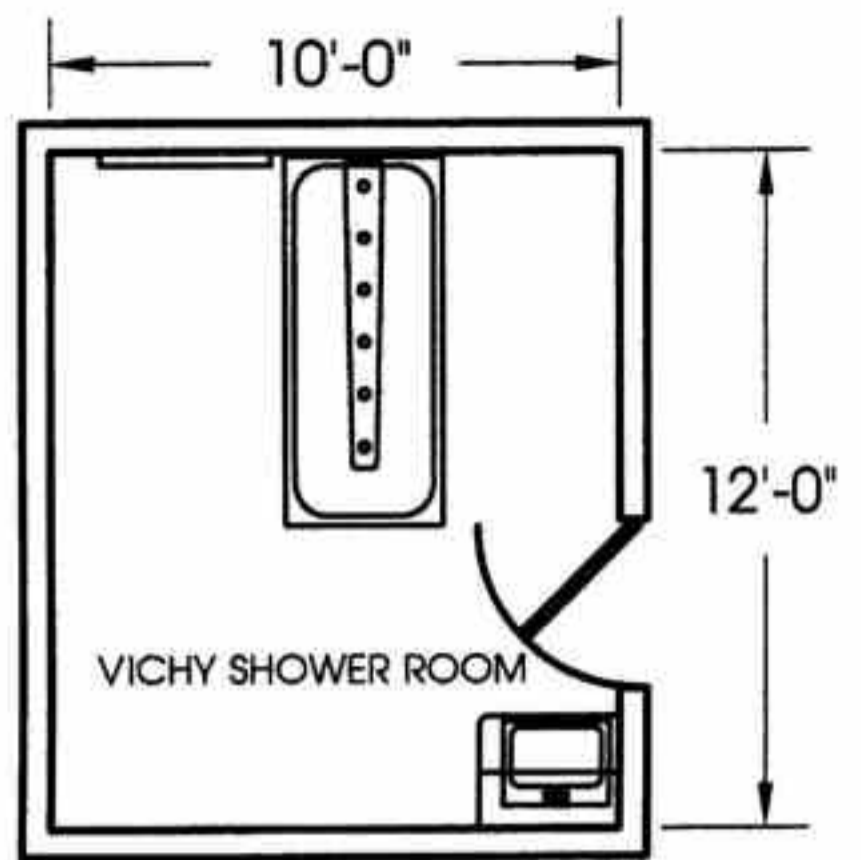
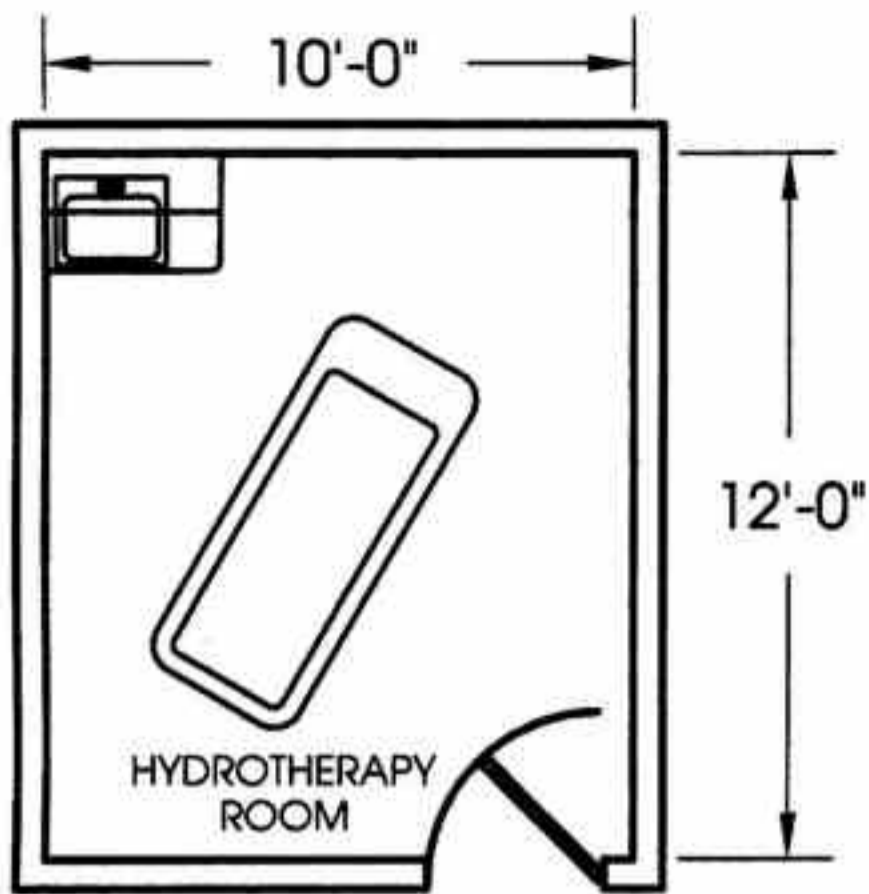
One (1) wall of styling stations and one (1) wall of dryers (parallel) 12'-0"



Minimum



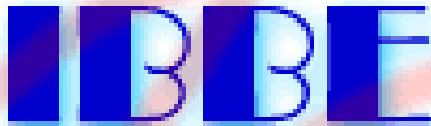
Recommended



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.
4. Magazines for customers.
5. Towels for shampoo area.
6. Laundry supplies.
7. Vacuum or floor sweeper.
8. Waste baskets and arrangements for trash removal.
9. Outside sign.
10. Cleaning Supplies: brooms, dust mop, glass cleaner, etc.
11. Vending machines or service.
12. Paper towel dispenser for rest room.
13. First aid kit.
14. Cash register.
15. Appointment cards, stamp pad, "Deposit Only" stamp.
16. Stationery and envelopes, postage stamps.
17. File and file folders.
18. Appointment book.
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.
28. Planning for Grand Opening.
29. Employee ongoing training.
30. Ash Tray. (Optional)



Start To Finish Schedule

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

Weeks Prior to Opening:	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
SITE SELECTION AND LICENSING	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Site Location: Lease or Purchase			X	X														
Secure All Permits (State-City-County)			X	X	X													
Federal ID and Sales Tax ID			X	X	X													
Occupational Licenses (City/County & State)				X	X	X	X											
UTILITIES	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Utilities (electric, phone, gas)				X														
Telephone Hookup					X													
SELECT INTERNET SERVICE					X													
Set Up and Pay All Utilities/Deposits Etc. (Telephone, Water, Electricity, Etc.)				X														
EQUIPMENT	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Select Your offered SERVICES			X															
Select Your Equipment			X	X	X	X												
Salon Equipment			X	X	X	X												
Spa Equipment			X	X	X	X												
Nail Equipment			X	X	X	X												
Medi / Dental Equipment			X	X	X	X												
CONSTRUCTION	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
FootPrint/Layout of Salon (Planning)			X	X	X	X												
Architect Planning (Planning)			X	X	X	X												
Interview GC - Bid/Hire Contractors "Build-Out"					X	X	X	X										
Contractor Bid/Estimates					X	X	X	X										
Construction per Bids					X	X	X	X										
HVAC - Plumbing - Electrical						X	X	X	X	X	X	X	X	X	X	X		
Carpenters						X	X	X	X	X	X	X	X	X	X	X		
Electrician						X	X	X	X	X	X	X	X	X	X	X		
Ceiling						X	X	X	X	X	X	X	X	X	X	X		
Paint / Wall Covering & Flooring						X	X	X	X	X	X	X	X	X	X	X		
Fixtures & Equipment						X	X	X	X	X	X	X	X	X	X	X		
Select Colors of Floor Tile, Carpeting, Wall Covering.			X	X	X													
PREOPENING	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Order Salon Equipment				X	X	X	X											
Exterior Signage				X	X	X	X	X	X	X	X	X	X	X	X			
Reception Furniture				X	X	X	X	X	X	X	X	X	X	X	X			
Office/Lounge Equipment				X	X	X	X	X	X	X	X	X	X	X	X			
Washer-Dryer-Towels				X	X	X	X	X	X	X	X	X	X	X	X			
Magazines, Appointment Cards				X	X	X	X	X	X	X	X	X	X	X	X			
Cash Register - Computer/Safe				X	X	X	X	X	X	X	X	X	X	X	X			
Dispensary Cabinets				X	X	X	X	X	X	X	X	X	X	X	X			
Order Supplies				X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Office / Lounge Equipment				X	X	X	X	X	X	X	X	X	X	X	X	X		
Draperies				X	X	X	X	X	X	X	X	X	X	X	X	X		
Supplies				X	X	X	X	X	X	X	X	X	X	X	X	X		
Prepare Opening Advertising				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Opening Advertising				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PLACE WANT ADS IN LOCAL PAPERS					X	X	X	X	X	X	X	X	X	X	X			
Interviews							X	X	X	X	X	X	X	X	X	X	X	
Train Staff												X	X	X	X	X	X	