



MILADY STANDARD ESTHETICS: FUNDAMENTALS COURSE MANAGEMENT GUIDE LESSON PLAN 7.0

INSTRUCTOR NAME: _____ DATE TAUGHT: _____

PART: Skin Care Treatments

CHAPTER: The Treatment Room

LEARNING OBJECTIVES

UPON COMPLETING THIS LESSON, THE STUDENT WILL BE ABLE TO:

1. EXPLAIN WHY TREATMENT ROOM PREPARATION IS AN INTEGRAL PART OF PROVIDING TREATMENTS.
2. REVIEW THE ELEMENTS OF AN ESTHETICIAN'S PROFESSIONAL APPEARANCE.
3. OUTLINE ESSENTIAL ROOM AND STATION STRUCTURAL FEATURES.
4. DESCRIBE THE IDEAL AMBIENCE, FURNITURE, AND EQUIPMENT FOR FACIALS.
5. PROPERLY MANAGE TREATMENT ROOM SUPPLIES AND PRODUCTS.
6. BE ABLE TO SET UP A FACIAL TREATMENT AREA, SUCH AS A FACIAL BAR OR STATION.
7. PREPARE THE TREATMENT ROOM FOR SERVICES.
8. PROPERLY CLEAN AND DISINFECT THE TREATMENT ROOM.
9. PERFORM PRE- AND POST-SERVICE PROCEDURES TO MEET SAFETY AND HEALTH REQUIREMENTS.

IMPLEMENTS, EQUIPMENT, AND SUPPLIES

STUDENT	INSTRUCTOR	ITEMS
X	X	<i>Milady Standard Esthetics: Fundamentals</i>
	X	<i>Milady Standard Esthetics: Fundamentals Instructor Edition</i>
X	X	<i>Milady Standard Esthetics: Fundamentals Workbook and/or MindTap assessments</i>
	X	<i>Milady Standard Esthetics: Fundamentals Instructor Support Slides</i>
	X	<i>Milady Standard Esthetics: Fundamentals Course Management Guide and Instructional Videos</i>
X	X	<i>Notebook/Tablet/Computer</i>

FACILITY: Theory classroom

TIME ALLOTMENT: 2 to 4 hours (adjust based on school schedule and student participation/activities)

PRIOR STUDENT ASSIGNMENT:

1. Read *Milady Standard Esthetics: Fundamentals* Chapter 7: The Treatment Room
2. Other: _____

CONVERSATION STARTER

Students, please sit quietly, relax your mind and body, and close your eyes. I want you to think about the last time you walked into a high-end spa or a salon for a treatment or a service. Stand there for a second and take it all in.

What is the predominant color of the space?

Can you smell any special scents?

Is there any music playing? What is the volume of the music?

How is the furniture arranged? Are there comfortable places to sit and wait?

How did the receptionist greet you? What was the tone of voice used?

Were you offered a beverage?

Were you given any instructions?

Now, I want you to keep all of that experience in mind as we explore the treatment room and discuss how it should be set up and how it should make a client feel.

LESSON ACTIVITIES

1. **DESIGN YOUR PERFECT STUDIO:** Assign students to use Figure 7–3 as a guide to design their own esthetic studio. Encourage them to have fun and bring in examples of equipment, supplies, and décor to make it uniquely personalized. Have them include lighting, aromatherapy, and so on.

The students can work together to create a functional space. They should remember to include the front desk, retail area, back bar area, rooms designated for various treatments (e.g., waxing, facials), and the restroom. Feel free to add your own requirements to this activity.

2. **SPA EXPERIENCE:** Have students think about the time they last visited a salon or spa or what they would like to see when walking into a salon or spa. What does the reception area look like? What about the treatment room, dressing room, or even the restroom? Think about the lighting, music, scent, temperature, and taste. List five items that would give the client a great first impression.
3. **DISCUSS SDS:** Read the Focus on What Are SDS's? on page 273. Lead a discussion about the information in the box on SDS. Show the school's SDS binder, what information is available, how to access it, and so on. Assign them to look online to find the SDS sheets for a chemical peel, a chemical peel prep solution and neutralizer, a back bar cleanser, a back bar mask, and a disinfecting solution used for facial tools. Instruct them to screen shot the information or save the information into an electronic album to share with the class. Discuss the value in having SDS information available
4. **ERGONOMIC TIPS:** Review the body ergonomic tips on page 273. Allow students to take turns being the client and being the practitioner. Provide feedback and encourage the students to provide feedback to each other as they assess their own and each other's body mechanics.

5. **RELIEVE STRESS:** Refer to the Focus on Exercises for Strengthening the Hands and Wrists on page 274.
Obtain stress balls for students. They are available online in bulk as well as at a local dollar store for a very reasonable price. Have students perform the exercise for strengthening hands and wrists. Start each day with the exercises for the rest of the term.
6. **FUNDING FOR A TREATMENT ROOM:** Have students work on their own to make a list of suppliers that carry the tools and supplies they might need. Check out beauty supply houses, Internet sites, trade journals, and trade shows to get an idea of what is available. Research the supplies and equipment costs to determine what you would need to spend to set up your own room.
7. **ORDER UP:** Refer to the Did You Know? on page 275. Demonstrate the information in the box. Set up products for a facial in the order that they are used. Dim the lights of the classroom. Have students sit and attempt to use the products. Turn the lights back up. Rearrange the products in a random order. Dim the lights. Have students take turns and attempt to use the correct products.
8. **PRACTICE MAKES PERFECT:** Have students work in groups to create a list of criteria for the treatment room regarding orderliness, cleanliness, and functionality, based on the information provided in this lesson. Ask students to go to the school's treatment room three at a time and have them write about the condition and setup of the room. Are there things that need to be improved? What is "right" about the organization and setup of the room?
9. **BEAUTY BAR:** Instruct students to set up a beauty or facial bar with the equipment and supplies listed in the text. Have students compare and contrast the treatment room and beauty bar.
Assign students to create a checklist for setup and clean-up of the treatment room.
10. **PERFECT TIMING:** Assign students to time themselves to see how fast they can set up the workstation for a facial. See if they can set up from memory after practicing for a while.
11. **FIELD TRIP: VISIT A SPA:** Arrange a field trip to a local spa or more than one, if possible. Tour the facilities and view the menu of services. Observe the treatment rooms, reception area, retail sales area, and so on.
12. **SPA GUEST SPEAKER:** Invite an esthetician who works at a local spa to speak to the class. Or invite several estheticians from local spas to be part of a panel to speak to students.

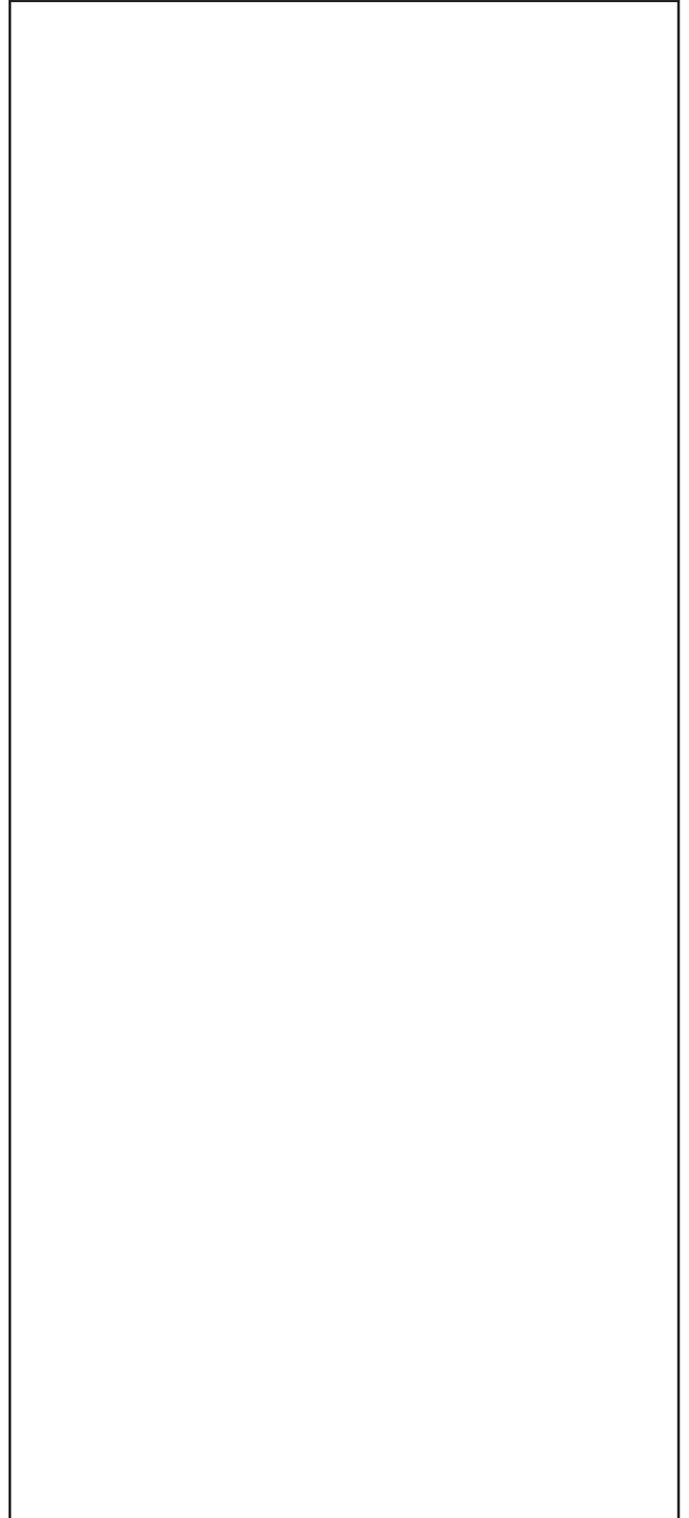
STUDENT ASSIGNMENTS

1. Have students complete Chapter 7 of the *Milady Standard Esthetics: Fundamentals Workbook* and/or *MindTap* assessments.
2. Read *Milady Standard Esthetics: Fundamentals* Chapter 8: Facial Treatments.
3. Have students complete a review and final testing with *Milady Standard Esthetics: Fundamentals* Online Licensing Preparation.
4. Instruct students to make flashcards of the words in the glossary to study for state board exams.
5. On the lines below, write any activities, assignments, or ideas that have been used effectively with this lesson in order to aid other instructors who may use this lesson plan in the future:

SUBJECT OUTLINE

- I. Explain Why Treatment Room Preparation Is an Integral Part of Providing Treatments
- II. Review the Elements of an Esthetician's Professional Appearance
 - A. Professional Image Checklist
- III. Outline Essential Room and Station Structural Features
 - A. Structural Features
 1. Size
 2. Proper Ventilation
 3. Electrical Outlets
 4. Running Water
 5. Washable Flooring and Workstation Surfaces
 6. Proper Lighting
- IV. Describe the Ideal Ambience, Furniture, and Equipment for Facials
 - A. Ambience
 - B. A Checklist of Furniture and Equipment
 - C. Ergonomics in the Treatment Room
 - D. Costs of Starting Your Own Business
- V. Properly Manage Treatment Room Supplies and Products
 - A. Facial Treatment Supplies and Implements
 - B. Single-Use Items
 - C. Products
- VI. Be Able to Set Up a Facial Treatment Area, Such as Facial Bar or Station

CLASS NOTES



- VII. Prepare the Treatment Room for Services
 - A. Setting Out Single-Use Items
 - B. Arranging the Products
 - C. Setting Up the Dressing Area
- VIII. Properly Clean and Disinfect the Treatment Room
 - A. Refresher on Cleaning and Disinfecting Implements
 - B. Appropriate Handling of Single-Use Items
 - C. End-of-the-Day Clean-Up

CLASS NOTES



LESSON PLAN 7.0

SUBJECT OUTLINE

IN-DEPTH NOTES

(information to share during presentation)

MINDTAP ACTIVITIES

I. EXPLAIN WHY TREATMENT ROOM PREPARATION IS AN INTEGRAL PART OF PROVIDING TREATMENTS

Treatment room setup and preparation are integral parts of giving treatments. Treatment room setup includes choosing furniture, equipment, supplies, and products.

Estheticians should study and have a thorough understanding of the treatment room because of the following reasons.

-  Ch 7 Read: Chapter Learning Objectives (Fundamentals)
- Ch 7 Do: Case Study (Fundamentals)
-  Ch 7 Read: Explain Why Treatment Room Preparation is an Integral Part of Providing Treatments
- Ch 7 Do: Why Study? Essay

Slides 1–5

- Environment
- Organized room
- Cleanliness compliance
- Maintaining professionalism
- It is essential to provide a consistent, comfortable, relaxing, and clean environment for the client.
- Planning and preparing a well-stocked and organized room is necessary to function efficiently and provide good service.
- Complying with your state board regulations regarding the cleanliness of the treatment rooms secures your and your client's safety.
- You will feel confident if you are organized and prepared by maintaining a professional and organized appearance, environment, and demeanor.

II. REVIEW THE ELEMENTS OF AN ESTHETICIAN'S PROFESSIONAL APPEARANCE

An esthetician's appearance and professionalism reflect on the business. Practicing good hygiene, dressing professionally, and having a neat appearance all convey a polished image. Everyone appreciates working with someone who has a **positive attitude**. Being **dependable** and **providing excellent customer service** is imperative. Professionalism also includes being **prepared**, which means taking initiative to plan enough time to set up the room.

-  Ch 7 Read: Review the Elements of an Esthetician's Professional Appearance
- Ch 7 Do: Professional Appearance True or False

Slides 6–9

- A. Professional Image Checklist
- You must portray a credible image that conveys your knowledge and professionalism, and reflects positively on your work establishment. Consider the following points when assessing your appearance.
- Well-groomed hair Healthy, clean, neatly styled hair with a good cut and color. Do not let hair brush against client during treatment.
 - Minimal accessories Minimal jewelry—no long, dangling, or large jewelry.
 - Well looked after skin Well looked after skin is a testament to clients. Taking care of your own skin can have a positive reflection on the industry.
 - Well-groomed nails Keep nails short and well-manicured to avoid scratching the client.
 - Appropriate makeup Wear what is appropriate for the spa or salon where you work. Minimal makeup and groomed brows are appropriate.
 - Proper uniform Uniform should be clean and crisp. Wear comfortable, closed toes shoes in accordance with state board guidelines.
 - Positive energy and a healthy lifestyle A smile, good posture, eye contact, and a friendly handshake can convey a positive attitude, vitality, and energy. Follow a healthy lifestyle with water, rest, relaxation, and hobbies.

CHECK IN

1. What are the essential qualities necessary to convey professionalism?
2. What six elements constitute a professional image?

III. OUTLINE ESSENTIAL ROOM AND STATION STRUCTURAL FEATURES

Aside from aesthetically pleasing interior design, a properly constructed and equipped treatment room or area is an essential part of a successful business. Refer to Figure 7–3.

-  Ch 7 Read: Outline Essential Room and Station Structural Features
-  Ch 7 Do: Structural Feature Matching



Slides 10–15

A. Structural Features

1. Size Treatment room area should be large enough to ensure proper movement of the esthetician in the space without feeling cramped.
2. Proper Ventilation Proper ventilation ensures a healthy space for esthetician and client. OSHA provides important guidelines. Air vents must be present to provide air input and output.
3. Electrical Outlets Treatment rooms should have a minimum of four separate electrical outlets. Never use extension cords or multiple plug appliances within the room as this can be a fire hazard. Be sure there are no wires in your way or the way of the client.
4. Running Water Access to clean water is essential in a spa/salon for removal of facial and body products, proper hand washing, and proper cleansing and disinfection of work areas. If not in the room a hot towel cabinet and two bowls of water will alleviate any need to leave the room during a facial treatment.
5. Washable Flooring and Workstation Surfaces Carpeting and rugs can harbor germs and dirt; treatment room and work station surfaces should be washable and durable. Flooring and workstation areas should be tile or stone, re-engineered wood, bamboo, or vinyl. Facial chairs and stools should be made of non-absorbent washable synthetic materials.
6. Proper Lighting Adjustable lighting is needed based on treatment. Uplighting provides efficient light, but also creates an atmosphere.

CHECK IN

3. What are the key structural features to look for in a skin care treatment room or area?
4. What kind of vents must be present in a treatment room?
5. What is the minimum number of electrical outlets in a treatment room?
6. Of what type of materials should flooring and workstations be made?

ACTIVITY: DESIGN YOUR PERFECT STUDIO**Complete Lesson Activity #1.****IV. DESCRIBE THE IDEAL AMBIENCE, FURNITURE, AND EQUIPMENT FOR FACIALS****Slides 16–27**

The first seven seconds of a potential client's initial encounter with your spa is critical to conveying your professional image.

-  Ch 7 Read: Describe the Ideal Ambience, Furniture, and Equipment for Facials
-  Ch 7 Do: Costs of Setting up a Treatment Room Activity
-  Ch 7 Do: Room Features Multiple Choice
-  Ch 7 Do: New Equipment Case Study

A. Ambience

The sight, sound, smell, and feel of your spa play a factor in selling your facility and services to potential customers.

The proper spa environment should engage all five of the senses:

- Proper lighting
- Music selection
- Temperature
- Scent—soothing and natural
- Taste—naturally flavored waters and healthy snacks

Room esthetics is vital to creating a relaxing, professional atmosphere. Relaxing colors, music, and décor are preferable in a spa. Be sure to consider the needs of all genders.

Ensuring client safety and following health regulations are the two most important considerations before, during, and after treatments.

CAUTION

A workstation that is uncomfortable for the body could cause neck, back, and hand problems over time.

ACTIVITY: SPA EXPERIENCE**Complete Lesson Activity #2.****B. A Checklist of Furniture and Equipment**

Refer to Figure 7–5.

- Treatment table

Also called a facial chair, table, or bed. May be adjustable.

- Esthetician's chair Also called operator's stool. Stool needs to be ergonomically correct. Should be adjustable, comfortable, and able to roll around easily. Incorrect angle could cause injury to esthetician or client.
- Step stool To help client get on and off the bed safely. Needs to be stable. Assist client if needed.
- Trolley Also called utility cart. To hold tools, supplies, and products. Can be stationary table or a roll cart.
- Magnifying lamp Also called magnifying light. Used to properly analyze the client's skin. Gives a clear view of the skin and protects you from exposure to debris from extractions. Ideally has circular bulb, rotating head, and mobile base so you can angle properly.
- Steamer A part of the standard facial procedure. Make sure it is UL approved. Clean daily. Follow manufacturer's advice. Aids in deep cleansing effect and should be used before extractions. Skip on sensitive or rosacea-prone skin.
- Galvanic, high-frequency, brush, vacuum, and spray machines Can be individual or multifunctional machines. All jewelry should be removed from esthetician and client before treatments.
- Towel warmer Also called hot cabi. Keeps towels warm and moist. Towels can be used to remove product from the skin.
- Closed, covered waste container for trash Fire retardant receptacle (metal) with self-closing lid and foot pedal is required for preventing contamination.
- Closed, covered laundry hamper With a foot pedal is idea for preventing contamination.
- Sink or basin for water To have access to clean water during treatments.

1. Additional Items

Some additional items that may be needed in the treatment room.

- Wax heater An electric warming device for soft-wax, paraffin, and hard-wax applications. Usually kept activated during the day for walk-ins or unexpected requests.

- Autoclave

A sterilizer for implements, meaning it completely kills all microorganisms, including bacteria, fungi, viruses, and bacterial spores. Sterilizes by pressurized steam. Reusable instruments need to be sterilized between treatments. Use disposable supplies to avoid cross-contamination. May not be required in every state (check state board), but they assure clients of quality of services and salon/spa.
- Sharps disposal container

Puncture-proof biohazard container for disposal of lancets, syringes, needles, and other sharp objects. Follow OSHA and state regulations for proper disposal. Not all facilities perform services that require a sharps disposal container.
- Small hand-held mirror

To show clients before and after treatment results.
- Binder for Safety Data Sheets

SDS, formerly known as MSDS, forms should be kept in a binder or on a computer within the treatment room for easy access.

CAUTION

An ultraviolet (UV) sanitizer unit does not disinfect tools and is used only for storage after tools have been disinfected.

FOCUS ON

Safety data sheets, or SDS, are informational forms regarding every skin care product, retail and professional, used in the salon. They include the product name, product code, ingredients, relevant use of the substance (cosmetic/skin care), restrictions on use (e.g., on skin as directed on product label), details of product supplier and address, and emergency contact information (e.g., phone number of the manufacturer). They also give details such as the identification of any hazardous substances, precautionary statements, first aid measures, accidental release measures, proper handling, and storage. Although skin care ingredients are fairly innocuous, standard procedures require that these sheets also provide information on exposure control, physical and chemical properties, stability and reactivity, and toxicological, ecological, disposal, and regulatory information, both national and international.

ACTIVITY: DISCUSS SDS**Complete Lesson Activity #3.****C. Ergonomics in the Treatment Room**

- Align stool.
- Position the body.
- Good stool with back support.
- Comfortable room setup.
- Only hands touching the client.
- Position supply cart.
- Maintain healthy posture.
- Complete hand stretches.
- Care for yourself in between clients.

Ergonomics is the study of adapting work conditions to suit the worker. When setting up, remember:

- Align the stool with the facial table for the correct height and position to perform services.
- The esthetician's feet should be flat on the floor, and hands should be below chest level.
- A good stool with back support is essential for esthetic work. It is worth paying a little more for a well-padded and quality stool.
- The room setup should be comfortable for the technician to avoid strain on the hands, body, and back.
- No part of your body should be touching the client except your hands and perhaps arms during the service.
- Arrange the supply cart or counter as close to the facial table as possible. When reaching for a product or implement, or to adjust equipment, get up out of the chair. Do not overstretch your back to reach for something.
- Be aware of the position of your back and remind yourself to sit up straight. Pay attention to your posture.
- Stretching and loosening up the hands before and after working is helpful in maintaining the health and flexibility of the wrists and hands.
- In between clients, stretch and take 12 deep breaths.

FOCUS ON: Exercises for Strengthening the Hands and Wrists

Servicing several clients in a day is great for your bank account but tough on your hands. Hands and wrists have to remain strong and flexible to perform multiple functions such as massage, extractions, and deep cleansing, and can suffer from fatigue after a full day of performing treatments.

Strengthen hands and wrists by squeezing a stress ball once a day. Hold for two to three seconds, then relax your grip. Repeat for one minute, then rest. Repeat for a total of three times on one hand, then switch hands. Try to build up your endurance to 90 seconds.

ACTIVITY: ERGONOMIC TIPS Complete [Lesson Activity #4](#).

ACTIVITY: RELIEVE STRESS Complete [Lesson Activity #5](#).

- D. Costs of Starting Your Own Business
- When estimating cost, it is important to break down everything you will need and the costs associated with each need. Pricing fluctuates from area to area and spas come in all shapes and sizes. Research the supplies and equipment costs to determine what you would need to spend to set up your own room.

CHECK IN

7. What are the two most important factors to consider when furnishing a treatment room?
8. What are the two main functions of a magnifying lamp?
9. What is a sharps container?
10. Why do laundry hampers and trash receptacles need to be pedal activated with closed lids?

ACTIVITY: FUNDING FOR A TREATMENT ROOM Complete [Lesson Activity #6](#).

V. PROPERLY MANAGE TREATMENT ROOM SUPPLIES AND PRODUCTS

 **Slides 28–35**

To be successful, you must properly manage your supplies. All items needed to perform services should be easily within reach as having to stop a procedure to find supplies decreases the client's satisfaction. Proper inventory control is also important to either help sustain your employer's business or keep to your own budget if you are self-employed, as supplies can be costly. Refer to Figure 7–13 for cart setup with treatment supplies.

-  Ch 7 Read: Properly Manage Treatment Room Supplies and Products
- Ch 7 Do: Room Set Up Matching
- Ch 7 Do: Treatment Room Case Study

DID YOU KNOW?

Try placing your products in order of use from left to right if right-handed or right to left if left-handed. Having your products in order of use will assist you if the spa room light is dimmed.

Supplies can be single-use or multiuse. Single-use items, such as a cotton swabs and lancets, must be disposed of immediately after use in a closed-lid trash can or sharps container. Proper storage is necessary to keep items clean and sterile. If supplies and products are not kept at the workstation or treatment room, they are kept in a **dispensary** or storage closet. For proper inventory control, adhere to the salon or spa's policy on removing items from the dispensary for stocking treatment rooms or stations.

Different setups require different numbers of towels and/or cotton supplies. Each instructor or manager will have a special setup procedure to follow.

A. Facial Treatment Supplies and Implements

*Please note that this is only an example of what is needed for a basic facial. Please refer to the waxing and makeup chapters to set up for those services.

Implements are tools used to perform your services and are either multiuse or single-use.

1. Multiuse Items

Multiuse implements, also known as reusable implements, must be properly cleaned and disinfected after use on one client and prior to use on another. Some examples are:

- Bolster (placed under knees)
- Hand-held mirror
- Extraction tool
- Basin or bowl for water
- Client gown/wrap
- Linens (sheets and towels)
- Tweezers

Refer to chapter for full list of examples.

2. Single-Use Items

Single-use items are disposable and can be used only once. Some examples are:

- Client headband
- Disposable vinyl or nitrile gloves
- Esthetic wipes (various sizes)

- Fan and mask brushes to apply masks or massage lotions
- Gauze squares
- Makeup sponges
- Wax supplies

Refer to chapter for full list of examples.

DID YOU KNOW?

Product pumps are a great idea for ease in dispensing, inventory control, and preventing contamination. Many manufacturers provide pumps with professional back bar–sized products. If not, consider using single-dose applications.

3. Products

Products are the main ingredients used when performing services. Have the correct products for all client services on hand. Some examples are:

- Body massage creams
- Cleanser
- Essential oils
- Exfoliants (mechanical, chemical)
- Facial peel kits
- Masks
- Moisturizer

Refer to chapter for full list of examples.

CHECK IN

11. Why is it important to stock and organize supplies prior to treating your clients?
12. How are multiuse supplies different from single-use supplies?
13. How do you dispose of single-use supplies?

ACTIVITY: ORDER UP

Complete Lesson Activity #7.

VI. BE ABLE TO SET UP A FACIAL TREATMENT AREA—FACIAL BAR OR STATION



Slides 36–39

Many salons and spas are now utilizing a **facial station** or facial bar concept in their facilities in addition to or in place of treatment rooms. These are treatment areas within the reception or retail area of the facility, usually located within 20 feet of the front door to allow for maximum visibility. Express or mini shortened facial treatments, men's treatments, and even targeted body treatments can be performed at these stations.

- Ch 7 Read: Be Able to Set Up a Facial Treatment Area, such as Facial Bar or Station
- Ch 7 Do: Compare Treatment Areas Matching

Intensive peels, full facial or body treatments that include extensive extractions, and full body massage are not performed in this space. The client does not need to disrobe or change for facial bar treatments, and not all equipment and supplies are needed.

The facial bar or station consists of a workstation or several workstations that are set up with all items and products needed. Stations should be fully supplied to ensure smooth transitions between clients and maintain a clean environment. Supplies include a facial chair, magnifying lamp, consultation chart, gloves, esthetic wipes, garbage cans, spatulas, and makeup sponges. Refer to the chapter for the full list of supplies needed.

CHECK IN

14. How is a facial station or bar different from a treatment room?
15. What treatments are not performed at a facial station or bar?

ACTIVITY: PRACTICE MAKES PERFECT

Complete [Lesson Activity #8](#).

ACTIVITY: BEAUTY BAR

Complete [Lesson Activity #9](#).

VII. PREPARE THE TREATMENT ROOM FOR SERVICES



Slides 40–47

Refer to the facility checklist and look at your schedule to see what supplies are needed before setting up the room. Have the client's chart notes ready and review product retail consultation forms if applicable. Remember that walk-ins or add-on clients can be added at any time.

- Ch 7 Read: Prepare the Treatment Room for Services
- Ch 7 Watch: Prepare Your Treatment Room
- Ch 7 Do: Room Preparation Multiple Choice

The following are guidelines for a basic facial setup. It takes approximately 10 minutes to set up for a service and 10 to 15 minutes to clean up after a service. Once you have gathered what you will need, you can start setting up.

A. Setting Out Single-Use Items

Keep single-use items stored away and covered to prevent contamination. After washing your hands, dispense only the amount needed for the service. Use clean forceps or tongs to retrieve additional supplies during a service. Single-use supplies should be set on a clean towel in the order they will be used. Do not put clean or soiled supplies on base surfaces. Dispose of contaminated items in a covered waste receptacle.

HERE'S A TIP

Use a checklist to set up and clean up the treatment room—put an outline of the steps on 3" × 5" (7.5 cm × 12.5 cm) index cards or create a task list on your phone or other electronic device for easy reference.

B. Arranging the Products

Set out the treatment products in order of the procedure application: cleanser, massage cream or lotion, mask, toner, moisturizer, and other products as determined by the client's skin analysis.

C. Setting Up the Dressing Area

If possible, it is more efficient to have the client change in a room separate from the treatment room, so that the room can be reset easily between clients. The following are general guidelines:

- Arrange a place for client to sit while changing.
- Have clean robe or wrap ready for client to change into.
- Prepare water or tea for client.
- Tell client where to place personal belongings, including jewelry.
- Explain to client how to get into the bed and how to position their head.
- Explain which clothing needs to be removed and how to put on robe/wrap/gown.

Refer to chapter for additional guidelines.

CHECK IN

16. What are a few guidelines to follow when setting up single-use supplies?
17. What are a few instructions you will need to provide to your client before the service?

ACTIVITY: PERFECT TIMING**Complete Lesson Activity #10.**

PROCEDURE 7-1:
Pre-Service—
Preparing the
Treatment Room

Refer to Procedure 7-1 on page 285. The rubric for "Basic Facial" in Chapter 8 includes Procedure 7-1 and more.

Demonstrate the pre-service prep work for students to observe. Provide feedback as students perform a return demonstration. Allow them to use their checklist if needed.

Refer to **Procedures** folder:

Ch 7 Read: Procedure 7-1
Preservice - Preparing the
Treatment Room

Ch 7 Watch: Prepare Your
Treatment Room

Refer to **Rubrics** folder:

Ch 7 Do: Download Rubrics

VIII. PROPERLY CLEAN AND DISINFECT THE TREATMENT ROOM



Slides 48–53

After completing the post-consultation with the client, be sure to record the client chart notes and write up retail sales. Then prepare the room for the next client or clean the room in preparation for the end of the day.

Ch 7 Read: Properly Clean and Disinfect the Treatment Room

Ch 7 Watch: Post-Service

Ch 7 Do: Clean and Disinfect True or False

Remember that the order of the clean-up varies with each facility's guidelines and that infection control procedures improve as laws and technology evolve.

A. Refresher on Cleaning and Disinfecting Implements

Refer to *Milady Standard Foundations* Chapter 5: Infection Control to review the two methods of proper infection control:

- Method 1: clean and then disinfect with an appropriate disinfectant
- Method 2: clean and then sterilize



Option to demonstrate protocols or play the videos found on the *Esthetics: Fundamentals* Instructional Videos or MindTap.

In addition, here are other cleaning and disinfection considerations and reminders:

- Wear gloves for all procedures and wash hands after completing infection control procedures.
- Wash and disinfect all synthetic brushes, tweezers, and other non-disposables and multiuse implements.
- Change the disinfectant to comply with the manufacturer's directions and infection control regulations. If required, record on a dated log when the disinfectant is changed.
- To avoid cross-contamination, roll the used side of linens and sheets inward so the dirty side is inside the laundry bundle. Additionally, do not let linens or other items touch your clothing before or after use.
- Turn off the table warmer if used.
- Clean the wax machine (and turn it off and unplug it at the end of the day).
- Disinfect the steamer and magnifying lamp.
- Disinfect the bottom tray and the inside of the towel warmer after removing all used items.
- Disinfect any other equipment that was used and turn it off.

- Clean all containers and wipe off dirty product containers with a disinfectant.
- Clean all counters, sinks, surfaces, and floor mats with disinfectant.

B. Appropriate Handling of Single-Use Items

- Soiled items such as gloves and extraction supplies must be placed in a covered waste container.
- While in use, single-use items must be placed on surfaces that can be disinfected or disposed of.
- Keep the clean supplies separate from the used ones.
- Disposable extraction lancets go in a sharps disposal container.

CAUTION

Check with the appropriate regulatory agencies about extraction laws and the disposal of extraction supplies.

C. End-of-the-Day Clean-Up

Estheticians/students are responsible for the cleanliness of the treatment rooms. Technicians must be prepared to clean up areas they use. Be sure to alert the manager about areas of the facility that may need repair or deep cleaning. Clean-up procedures are regulated by regional laws, so be aware of these regulations.

Follow the End-of-Day Checklist outlined in Procedure 7-2: Post-Service—Clean-Up and Preparation for the Next Client.



PROCEDURE 7-2: Post-Service— Clean-Up and Prepa- ration for the Next Client

Refer to Procedure 7-2 on page 291.

- 📖 Ch 7 Read: Perform Pre- and Post-service Procedures to Meet Safety and Health Requirements
- ✅ Ch 7 Do: Procedures Case Study
- 💬 Ch 7 Discuss: Pre- and Post-Service

Refer to **Procedures** folder:

- 📖 Ch 7 Read: Procedure 7-2 Postservice - Clean-Up and Preparation for the Next Client
- ▶ Ch 7 Watch: Post-Service

CHECK IN

18. Explain how to avoid cross-contamination when cleaning up linens and sheets after a service.

ACTIVITY: FIELD TRIP: VISIT A SPA Complete Lesson Activity #11.

ACTIVITY: SPA GUEST SPEAKER Complete Lesson Activity #12.

IX. PROCEDURES AND RUBRICS

If students have not done so already, view all of the videos and readings in the **Procedures** folder.

Refer to **Rubrics** folder:

- Ch 7 Do: Download Rubrics

X. CHAPTER REVIEW

Recap the highlights of the chapter using the notes in the Summary and Review section.

CHAPTER REVIEW:

- Ch 7 Do: Word Review Matching (Fundamentals)
- Ch 7 Flashcards: Key Terms Review (Fundamentals)
- Ch 7 Study Notes (Fundamentals)
- Ch 7 Discuss: Essential Discoveries (Fundamentals)
- Ch 7 Do: Prepare for Licensure (Fundamentals)
- Ch 7 Do: Final Chapter Exam (Fundamentals)

SUMMARY AND REVIEW

- A salon or spa that offers skin care services is a customer-based business.
- You now have a good idea about how much work goes into preparing for services.
- Once you have a complete setup and all of the tools needed, it is easy to stay organized and work efficiently.
- A clean environment is necessary for client safety and to comply with federal and state laws as well as local regulations.
- Clients will be confident in your ability and feel safe in your hands when they know your facility is clean.
- Keeping the room organized is necessary for a smooth, efficient operation. Now you are ready to welcome clients.

CHECK IN QUESTIONS AND ANSWERS

1. What are the essential qualities necessary to convey professionalism?

Answer: *Good hygiene, neat appearance, positive attitude, dependability, provision of excellent customer service, preparedness*

2. What six elements constitute a professional image?

Answer: *Well-groomed hair, minimal accessories, skin that is taken care of, well-groomed nails, conservative makeup, proper uniform, positive energy*

3. What are the key structural features to look for in a skin care treatment room or area?

Answer: *Size, proper ventilation, electrical outlets, running water, washable flooring and workstation surfaces, and proper lighting*

4. What kind of vents must be present in a treatment room?

Answer: *Air vents that provide both input and output of air must be in the treatment room.*

5. What is the minimum number of electrical outlets in a treatment room?

Answer: *There should be a minimum of four separate electrical outlets in a treatment room.*

6. Of what type of materials should flooring and workstations be made?

Answer: *Flooring should be stone or tile, and workstations and furniture should be made of synthetic, washable material that can tolerate antibacterial washing every day without degrading.*

7. What are the two most important factors to consider when furnishing a treatment room?

Answer: *The two most important factors to consider when furnishing a treatment room are your and your client's safety and following health regulations.*

8. What are the two main functions of a magnifying lamp?

Answer: *A magnifying lamp gives you a clear view of the skin, and also protects you from exposure to debris from procedures such as extractions.*

9. What is a sharps container?

Answer: *A sharps container is a puncture-proof biohazard container for disposal of lancets, syringes, needles, and other sharp objects that can be used during procedures.*

10. Why do laundry hampers and trash receptacles need to be pedal activated with closed lids?

Answer: *Both garbage receptacles and laundry hampers need foot pedals to prevent your hands from touching potentially dirty lids. Foot pedals prevent cross-contamination.*

11. Why is it important to stock and organize supplies prior to treating your clients?

Answer: *It is important to stock and organize supplies because having an organized, well-stocked work space helps ensure customer satisfaction. It also provides proper inventory and cost control.*

12. How are multiuse supplies different from single-use supplies?

Answer: *Multiuse supplies can be used repeatedly, while single-use supplies must be disposed of after every use in the proper disposal container.*

13. How do you dispose of single-use supplies?

Answer: *Single-use supplies must be disposed of either in a garbage can with a lid or, in the case of lancets, in a sharps box.*

14. How is a facial station or bar different from a treatment room?

Answer: *Facial stations are different from treatment rooms because they are treatment areas located within 20 feet of the front door, usually out in the open near the reception or retail area. Clients do not need to disrobe, and not all equipment and supplies are needed.*

15. What treatments are not performed at a facial station or bar?

Answer: *Intensive peels, full facial or body treatments, extensive extractions, and full body massage are not performed at facial stations.*

16. What are a few guidelines to follow when setting up single-use supplies?

Answer: *Single-use items are kept in clean, covered containers, drawers, or closed cupboards to prevent contamination. Set out single-use supplies on a clean towel in the order they will be used. Do not put clean or soiled supplies on bare counter surfaces. Contaminated single-use items must be disposed of properly in a covered waste receptacle.*

17. What are a few instructions you will need to provide to your client before the service?

Answer: *Before a service, be prepared to instruct your client where to change and place belongings, how to put on the spa wrap (if needed), and how to get positioned on the treatment table.*

18. Explain how to avoid cross-contamination when cleaning up linens and sheets after a service.

Answer: *To avoid cross-contamination, roll the used side of linens and sheets inward so the dirty side is inside the laundry bundle. This also helps keep product and hair off the floor and saves cleaning time. For additional cleanliness, do not let linens or other items touch your clothing before or after use.*

NAME: _____ DATE: _____

TEST—CHAPTER 7—THE TREATMENT ROOM

Read each statement carefully. Circle the letter that correctly completes each of the following statements.

1. Professionalism includes _____.
 - a. being prepared
 - b. providing excellent customer service
 - c. being dependable
 - d. all answers
2. To ensure your physical well-being, the basic esthetician's stool must be _____.
 - a. cushioned
 - b. ergonomically correct
 - c. on rollers
 - d. customized
3. What is a steamer used for?
 - a. to cleanse the skin deeply
 - b. to keep towels warm
 - c. to disinfect equipment
 - d. to heat paraffin wax
4. Which of the following would discredit your professional image?
 - a. short, manicured nails
 - b. wearing multiple dangling necklaces that touch the client
 - c. minimal makeup and groomed brows
 - d. clean and crisp uniform
5. What is the function of an autoclave?
 - a. produces galvanic current
 - b. sterilizes implements
 - c. warms soft wax, paraffin, and hard wax
 - d. steams the face
6. Where are supplies stored?
 - a. in clean, covered, labeled containers
 - b. in open cupboards for easy access
 - c. on open shelves for ease of inventory
 - d. in unsealed bags

7. When performing a facial, you would use a metal spatula to _____.
- apply masks or massage lotions
 - disperse products from jars
 - perform extractions
 - protect the client's hair
8. When should you skip using a facial steamer?
- when the client has mature, wrinkled skin
 - when the client has acne-prone skin
 - when the client has sensitive or rosacea-prone skin
 - when the client has oily skin
9. Which of the following is not a supply?
- towel
 - esthetician's stool
 - client gown
 - clean sheet
10. You should stock vinyl gloves in your treatment room because _____.
- They are more sanitary.
 - They are less likely to tear.
 - A client may be allergic to latex.
 - You may suddenly develop an allergic reaction to latex.
11. Where should the bolster be placed during the facial?
- under the knees
 - under the back
 - under the facial bed
 - in the dispensary
12. If you need to retrieve additional supplies during a service, you should remove them from the container using _____.
- your bare hand
 - your gloved hand
 - a spatula
 - forceps or tongs
13. Where should you set your single-use items when preparing the treatment room?
- on a bare trolley
 - on the treatment table
 - on a clean towel
 - close to the sink

14. When setting out the treatment products, you should do so _____.
- from smallest to largest
 - to your personal preference
 - from largest to smallest
 - in order of the procedure application
15. What should you explain to clients before they get on your treatment table?
- how to get on the table, where to position the head
 - only how to get on the treatment table
 - only where to position the head
 - where the restroom is located
16. When preparing the treatment table, what step comes after placing one sheet lengthwise?
- Place one hand towel lengthwise on top of the sheet at the head of the bed.
 - Place the second sheet lengthwise on top of the first.
 - Fold the top one-quarter of the second sheet back horizontally.
 - Fold the sheet diagonally across the bed.
17. Ergonomics is _____.
- the study of the human body
 - the practice of following all federal safety regulations
 - the study of adapting work conditions to suit the worker
 - a massage technique that focuses on natural positioning
18. Which of these is a recommended exercise for strengthening the hands and/or wrists?
- make a fist and pound a pillow five to ten times very quickly
 - squeeze a stress ball for two to three seconds, relax, and repeat
 - place your hands flat against a solid wall and push hard for a count of five
 - all answers
19. During which step do you preheat the steamer?
- equipment preparation
 - treatment table preparation
 - setting up supplies
 - preparing for the client
20. Which of the following is acceptable if running water in the treatment room is not an option?
- having a steamer and hot towels
 - having two bowls of water and a hot towel cabinet
 - having water with a nail brush and a roll of paper towels
 - having antibacterial soap and a damp towel

21. Which step is part of the end-of-the-day checklist?
- Place a fresh robe in changing area.
 - Fold blanket neatly and place at foot of bed.
 - Turn off and unplug all equipment.
 - Discard any used disposables into a covered trash container.
22. Facial stations or facial bars are a new trend. What services can be provided there?
- intensive peels
 - full body massages
 - facial sheet masks
 - full facials
23. During which step would you return a personal call?
- equipment preparation
 - treatment table preparation
 - setting up supplies
 - preparing for the client
24. Preheating equipment can take up to _____ minutes.
- 5
 - 10
 - 15
 - 30
25. What should you do before leaving work?
- prepare the room for the next day
 - strip the room
 - leave the clean-up for the next morning, so the room is fresh for the first client of the day
 - leave it for the next shift; it's their responsibility

ANSWER KEY—CHAPTER 7—THE TREATMENT ROOM

ANSWER	PAGE REFERENCE	LEARNING OBJECTIVE NUMBER
1. d	p.264	7-2
2. b	p.269	7-4
3. a	p.315	7-4
4. b	p.265	7-1
5. b	p.272	7-4
6. a	p.276	7-5
7. b	p.277	7-5
8. c	p.271	7-5
9. b	p.269	7-5
10. c	p.277	7-5
11. a	p.310	7-5
12. d	p.280	7-7
13. c	p.280	7-7
14. d	p.280	7-7
15. a	p.303	7-7
16. a	p.287	7-9
17. c	p.273	7-4
18. b	p.274	7-4
19. a	p.287	7-9
20. b	p.267	7-3
21. c	p.293	7-9
22. c	p.279	7-6
23. d	p.290	7-9
24. c	p.286	7-9
25. a	p.318	7-8