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I. OVERVIEW

When a body art (i.e. tattoo, piercing, branding or permanent cosmetic) facility is constructed or remodeled, plans and specifications for such construction, remodel or alteration shall be submitted to the Body Art Program. These plan check guidelines are based on requirements found in the California Health and Safety Code (CHSC), Safe Body Art Act. It is intended to serve as a general overview of the plan and construction requirements and should not be considered all-inclusive. Please refer to the California Health and Safety Code for additional requirements and details. The codes are referenced throughout this document to indicate the sections where the requirements can be found in law. The Safe Body Art Act is available on our website at http://www.publichealth.lacounty.gov/eh.

All applicable requirements must be reflected in the plans submitted for review. Additionally, this guideline only includes the health aspects of construction and does not include requirements of other agencies involved, such as the local planning and zoning departments, the local building department authority or local fire department. Contact the appropriate local agencies involved to obtain any permits and/or to clarify other local codes.

II. DEFINITIONS

Body Art Facility: is the specified building, section of a building, or vehicle in which a practitioner performs body art, including reception areas, the procedure area, and the decontamination and sterilization area.

New Construction: a building, structure or vehicle being constructed or renovated for the purpose of operating as a body art facility or to add a decontamination/sterilization room to an existing facility that is currently operating using disposable equipment only.

Remodel: is construction, rebuild or repair to a permitted body art facility that holds a valid Public Health Permit, and requires a permit from the local building department authority. It shall involve but is not limited to structural alterations and the replacement, addition or significant modification of fixtures (e.g. the addition of a hand sink to create a procedure area).

Plan Check Site Evaluation: a field inspection that determines if a body art facility meets the current Health Code requirements or if plans would be required to be submitted to the Body Art Program for review and approval. A site evaluation may be conducted if there is an ownership change and there are no changes in operation or to the building structure, or if the Public Health Permit has been revoked.

Infection Prevention And Control Plan (IPCP): a written plan provided by the owner or established by the practitioners, specifying the procedures (i.e.
decontaminating, disinfecting, packaging, sterilizing, and storing reusable instruments; set up and tear down; techniques to prevent the contamination of instruments; and safe handling and disposal of sharps waste) to achieve compliance with the requirements of the Safe Body Art Act.

III. WHO SHOULD SUBMIT PLANS?

a. Any person opening a new body art facility/mobile art facility, expect for a change in ownership of an existing permitted body art facility/mobile body art facility.

b. A person who is constructing or remodeling any building or vehicle for use as a body art facility.

c. A person who has had their Public Health Permit revoked and must reapply for a permit.

**How long does the plan review process take?**
The turn-around time for plan review is within twenty (20) working days after the receipt of payment.

IV. CONSTRUCTION PLAN APPROVAL PROCEDURE

Before beginning construction, enlarging, altering or converting any building or vehicle for use as a body art facility:

a. Contact the Environmental Health Body Art Program for additional information and/or inquiries.

b. Submit three (3) sets of complete, detailed construction plans for review and approval by the Body Art Program. Plans may be prepared by an architect, draftsman, designer, contractor or owner. Plans must be concise, detailed, clear and drawn in a professional manner. **A plan check fee will be required to be submitted with the plans.**

c. Plans that are incomplete or that require corrections will be returned for revision prior to approval.

d. Upon approval of your plans by the Body Art Program, submit your plans and obtain the appropriate permits from the local building department, and any other applicable authorities. Any new construction, alteration, or remodeling shall be in accordance with all applicable local building codes.

e. Maintain a copy of the approved plans on the job site until the final inspection is completed and a Public Health Permit is issued.

f. Complete construction according to the approved plans and requirements.

g. Any revisions to the original approved plans shall be submitted to the Body Art Program by appointment for additional review and approval.
h. Obtain all the final approvals from Building & Safety and other enforcement agencies.

i. Schedule a final inspection with the Body Art Program to obtain a Public Health Permit. **ALL CONSTRUCTION SHALL BE SUBJECT TO A FIELD INSPECTION FOR APPROVAL.**

j. Obtain any applicable local business licenses and/or permits.

**V. CONSTRUCTION PLAN SUBMITTAL REQUIREMENTS**

The proper layout and construction assure that you will meet the structural and operational requirements of the applicable health laws and, at the same time, meet the objective of providing a safe environment for practitioners and clients. The intent of the guidelines is to assist you in meeting these goals.

Plans shall be easily readable, drawn to scale and shall include:

a. Complete floor plan with layout of procedure areas, decontamination and sterilization area, sinks, counters, restrooms, storage areas, equipment and reception areas *(see Example Site Plan – page 14)*.

b. Finish schedule for floors, walls and ceiling that indicate the type of material, the surface finish, and the color *(see Example of Finish Schedule – page )*.

c. Completed IPCP which provides detailed operational procedures.

All construction is to be done in accordance with approved plans. Approval by the Body Art Plan Checker and all applicable permits must be obtained before commencing work.

**VI. FACILITY CONSTRUCTION REQUIREMENTS**

The plans shall show and specify in detail the following *(Mobile Body Art Facility Construction Requirements, see pages 9-11)*:

1. General Premises:

   a. **Floors, Walls and Ceilings**: Have floors, walls, and ceilings. The floor and wall surfaces in body art facility shall be constructed of materials that are smooth, nonabsorbent, free of open holes, and washable. CHSC §119314(a)(1)(2)

   b. **Vermin Exclusion**: The premises shall be constructed and maintained to be free from insect or rodent infestation. CHSC §119314(a)(3)

   c. **Equipment Storage Areas**: Equipment storage areas/cabinets shall be in a clean and protected area to prevent contamination of equipment. CHSC §119315(c)
2. Procedure Areas:

a. **Barrier:** The procedure areas must be separated by a wall or ceiling-to-floor partition, from nail and hair activities. Body art can only be performed in the procedure area of the facility. CHSC §119314(b)(2)

b. **Hand Washing Sink:** This area must be equipped with an accessible sink supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser that is accessible to the practitioner. CHSC §119314(b)(4) *(Note: If water temperature cannot be controlled by user, temperature must be set between 100 - 108 degrees Fahrenheit to promote adequate hand washing). Be separated from all business not related to body art. CHSC § 119314(b)(3) All sinks shall be permanently plumbed and meet local building and plumbing codes. Facilities that were issued a permit prior to January 1, 2014, shall have until July 1, 2014, to comply with this section. CHSC §119314(b)(5)*

c. **Lighting:** The procedure area must be equipped with a light source that provides adequate light. CHSC §119314(b)(1)

d. **Counter Surfaces and Service Trays:** All counter surfaces and service trays shall have a smooth, durable, and nonabsorbent finish. CHSC § 119314(b)(6)

3. Decontamination and sterilization areas:

Unless all equipment and supplies used during a body art procedure are single-use, purchased as pre-packaged and pre-sterilized, the body art facility shall have a decontamination room or area for cleaning and sterilizing instruments and equipment. CHSC§119315(f)

a. **Barrier:** The decontamination and sterilization area must be separated from the procedure area by a space of at least five feet or by a cleanable barrier. CHSC §119314(c)(1)

b. **Bio Sink:** The decontamination and sterilization must be equipped with a sink with hot and cold running water, containerized liquid soap, and single-use paper towels dispensed from a wall-mounted, touchless dispenser that is readily accessible to the practitioner. CHSC §119314(c)(2) *(Note: The sink shall be of a size sufficient to prevent splashing onto other surfaces when cleaning equipment.)*

c. **Equipment:** The decontamination and sterilization area must be equipped with steam autoclave manufactured for the sterilization of medical instruments. CHSC §119315(b)(1), 119309(e) Chemical and dry heat sterilizers are not accepted. *(Note: If an ultrasonic cleaner will be used, it should be included on the plan.)*
VII. OPERATION

(Mobile Body Art Facility Operational Requirements, see pages 11-13)

a. Documents:
   - The Infection Prevention and Control Plan (IPCP), or any record, file, paper, process, invoice, or receipt for the purpose of determining compliance shall be available and maintained on-site. Records of required training shall be maintained for three years. CHSC §119313(a)(e)
   - A written log of each sterilization cycle shall be maintained for three years, shall be available for inspection by the enforcement officer. CHSC § 119315(b)(5)
   - Maintain for at least 90 days the following: records of purchase, including the names of the practitioner and client and the date of the procedure. Written proof on company or laboratory letterhead showing that the pre-sterilized instruments have undergone a sterilization process. Written proof shall clearly identify the instruments sterilized by name or item number and shall identify the lot or batch number of the sterilizer run. CHSC § 119315(f)(1)(2)(3)
   - Prior to the performance of body art, the client shall read, complete, and sign an informed consent form and medical questionnaires. At the completion of the procedure, provide postprocedure instructions. CHSC §119303(a), CHSC §119308(b)(2)

THE IPCP SHALL BE REVIEWED AND APPROVED PRIOR TO FINAL APPROVAL TO OPERATE. CHSC §119312(d)(1)

b. Animals:
   Pets or other animals shall not be permitted in the procedure area of the business, except for trained service dogs, as defined by the federal Americans with Disabilities Act. CHSC §119314(f)
   No animals are allowed in the decontamination and sterilization area.

c. Employee Practices:
   - No food, drink, tobacco product or personal effects shall be permitted in the procedure areas. CHSC §119309(i)
   - A machine used to insert pigments shall be of a safe design with removable parts between the tip and motor housing to prevent backflow in the enclosed parts of the motor housing. CHSC §119311(i)
   - A hand tool used to insert pigment shall be disposed of in a sharps container, with the sharps intact, unless the needle can be mechanically ejected from the hand tool. CHSC §119311(j)
   - Only commercially manufactured inks, dyes, and pigments shall be used. CHSC §119311(j)
   - Inks, pigments, soaps, and other products in multiple-use containers shall be dispensed in a manner to prevent contamination of the storage container and its remaining contents through the use of a single-use receptacle. CHSC §119311(c)
• Inks and pigments shall be placed into a clean, single-use receptacle. CHSC §119311(d)
• If a tray is used for inks or pigments, it shall be decontaminated after each procedure. CHSC §119311(e)
• Needles, needle bars, grommets, and razors shall be discarded into a sharps waste container immediately upon completion of the procedure. CHSC §119311(g)
• The practitioners' certificate of registration and all necessary health permits must be posted in public view. CHSC §119306(c)
• Practitioner registration shall be renewed annually by a process to be determined by the local enforcement agency. CHSC §119306(e)

  d. **Instrument Storage:** Clean instruments and sterilized instrument packs shall be placed in clean, dry, labeled containers or stored in a labeled cabinet that is protected from dust and moisture. CHSC §119315(c)

  e. **Disposal Area:** Lined waste containers shall be available in the procedure area, decontamination and sterilization areas CHSC §119314(d)

  f. **Sharps Waste Disposal Area:** A sealable, rigid and puncture resistant “sharps container” must be provided at each procedure area for the disposal of sharp waste that come in contact with blood and/or body fluids that is labeled with the words “Sharps Waste” or the international biohazard symbol and the word “BIOHAZARD”. CHSC §119301(x), 119314(e) & (e)(2) (**Note:** Not required on plans unless wall mounted). All sharp wasted shall be removed and disposed by a licensed waste hauler. Materials shall be disposed of at a licensed treatment facility or removed and transported through a mail-back system authorized by the State Department of Public Health. CHSC § 119314 (e)(3)(A),119314(e)(1)

  g. **Personal Protective Equipment:** Practitioner shall use appropriate personal protective equipment, including gloves, aprons, laps pads, etc. Gloves shall be worn throughout and if removed, hand hygiene performed before new gloves are donned. While branding, appropriate protective face filter masks shall be worn by practitioner and client. CHSC § 119314

  h. **Disinfectant Used Appropriately:** Approved Environmental Protection Agency (EPA) or Department of Pesticide Regulation (DPR) disinfectants and antiseptic solutions used for preparation of the procedure site shall be provided. CHSC § 119309 Material Safety Data Sheets shall be available for each chemical.
MOBILE BODY ART FACILITY CONSTRUCTION REQUIREMENTS

PLAN CHECK PROCESS

A practitioner or owner planning to construct or retrofit a vehicle that will be fitted or designed to perform body art, must submit plans to the Plan Review Unit of the Local Enforcement Agency (LEA) and obtain a health permit prior to operating a vehicle for the performance of body art.

The plans must be complete, easily readable, and drawn to scale. They may be prepared by an architect, contractor, or owner detailing all applicable requirements of this plan check guide in compliance with the current code. A plan check fee will be required to be submitted along with the scaled plans and application package.

Prior to opening for business, an inspection of the mobile body art vehicle will be conducted to determine if the vehicle and its proposed method of operation meet the specifications of the approved plans. A mobile body art facility may open for business once all equipment installation has been approved and the health permit is issued by the LEA and necessary permits from all other applicable agencies have been obtained. Contact the local city and zoning authority for restrictions and requirements that may apply to the operation of the mobile body art facility in each locality proposed for business operations.

Since body art procedures must be performed inside of an enclosed vehicle with floors, walls, and ceilings, the vehicle shall be inspected by the California Department of Housing and Community Development (HCD) to obtain a special occupancy permit. Contact the Codes and Standards Department, from the local jurisdictions listed below, for permit and inspection requirements to obtain a certification insignia. A vehicle will not be permitted to operate without a certification insignia. The applicant should use the term “commercial modular” when speaking with the representative of HCD.

Local California Department of Housing and Community Development offices are located at:

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3737 Main Street, Suite 400</td>
<td>(951)782-4420</td>
</tr>
<tr>
<td>Riverside, CA 92501-3337</td>
<td></td>
</tr>
<tr>
<td>3220 South Higuera, Room 103 B</td>
<td>(805)549-3373</td>
</tr>
<tr>
<td>San Luis Obispo, CA 93401-6982</td>
<td></td>
</tr>
<tr>
<td>1530 Hilton Head Road, Suite 107</td>
<td>(619)441-2326</td>
</tr>
<tr>
<td>El Cajon, CA 92019-4655</td>
<td></td>
</tr>
<tr>
<td>9342 Tech Center Drive, Suite 550</td>
<td>(916)255-2532</td>
</tr>
<tr>
<td>Sacramento, CA 95826-2581</td>
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</tr>
<tr>
<td>2000 East Fourth Street, Suite 304</td>
<td>(714)558-4974</td>
</tr>
<tr>
<td>Santa Ana, CA 92705-3949</td>
<td></td>
</tr>
<tr>
<td>20201 Sherman Way, Suite 106</td>
<td>(818)717-5267</td>
</tr>
<tr>
<td>Winnetka, CA 91306-3297</td>
<td></td>
</tr>
<tr>
<td>2986 Bechelli Lane, Suite 201</td>
<td>(530)224-4815</td>
</tr>
<tr>
<td>Redding, CA 96002-1903</td>
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<tr>
<td>9342 Tech Center Drive, Suite 550</td>
<td>(916)255-2532</td>
</tr>
<tr>
<td>Sacramento, CA 95826-2581</td>
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</tbody>
</table>
The California Department of Motor Vehicles Occupational Licensing regulations shall also apply to mobile body art facilities. Ensure to contact the California Department of Motor Vehicles to obtain information on permit requirements.

The mobile body art facility shall meet the requirements listed below. The requirements, including the finish schedule shall be outlined in the schematic or drawing of the scaled plans.

1. **Floors** – Floors throughout the work areas shall be constructed of materials that are smooth, non-absorbent, washable, and free of open holes. All floor surfaces must be capable of being maintained in a sanitary manner. Unfinished wood surfaces are not acceptable.

2. **Walls** – Walls shall be smooth, washable, free of open holes, and non-absorbent. Unfinished wood surfaces are not acceptable. Surfaces throughout the vehicle, including construction joints and seams shall be tightly fitted and sealed so as to be easily cleanable. The vehicle shall be maintained to prevent the entrance of vermin. The use of silicone sealant or equivalent waterproof compounds is acceptable provided there are no gaps and vermin is excluded.

3. **Workstation and Equipment** – Within a procedure area where a practitioner performs body art, the workstation includes, but is not limited to, the client chair, or table, counter, instrument tray, arm rests, storage drawer, and practitioner’s chair. All workstation equipment shall be in good repair, non-absorbent and easily cleanable. All counter surfaces and service trays must have a smooth, durable, and non-absorbent finish. Storage cabinets shall be capable of protecting packaged sterilized equipment and instruments from dust and moisture.

4. **Procedure Area(s)** – The procedure area is to be used only for the performance of body art. The procedure area is to be separated from all non-body art related business at the discretion of the local enforcement agency.

5. **Handwashing** – The procedure area must be equipped with a fixed hand wash sink(s) for the exclusive use of the practitioner. The hand wash sink shall be supplied with a pressurized supply of at least 5 gallons of potable water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser. The hand wash sink shall provide warm water through a mixing or combination valve. The hand wash sink(s) shall be sealed in place and must be accessible to practitioners.

6. **Handwashing Sink Size** - The hand wash sink shall be at least 9 inches wide, 9 inches long, and 5 inches deep.

7. **Potable Water and Waste Water Tanks** – The mobile body art facility shall be equipped with a 5 gallon potable water tank that is easily cleanable and a wastewater tank. The wastewater tank shall be sized to be a minimum of 1.5 times the size of the potable water tank.
8. **Lighting** - The procedure area shall be equipped with a light source that provides adequate light at the level where the practitioner is practicing body art. Lighting must be adequate to provide effective cleaning ability.

9. **Windows and Doors** - Doors and openable windows shall be tight-fitting and maintained closed during procedures. Openable windows and doors shall have tight-fitting screens to prevent the entrance of vermin. The screening on the door or window shall be 16 mesh per square inch screen or better.

10. **Lined Waste Containers** – Lined waste containers shall be located at each procedure area.

11. **Sharps Containers** – A sealable, rigid and puncture proof sharps container must be provided at each procedure area for the disposal of single use needles, needle bars, piercing needles, and sharp objects that are capable of cutting or piercing the skin, that has been used in the performance of body art and has not been disinfected or sterilized following use. Sharps containers shall be portable, if portability is necessary to ensure that the sharps waste container is within arm’s reach of the practitioner. The sharps waste container shall be labeled with the words “sharps waste” or with the international biohazard symbol and the word “BIOHAZARD.”

**NOTE:** Some Mobile Body Art Facilities may require approval from the California Department of Housing and Community Development prior to approval by the LEA. Please contact the LEA prior to submitting plans to see if this requirement applies to your operation.

**MOBILE BODY ART FACILITY OPERATION REQUIREMENTS**

The mobile body art facility shall comply with the following requirements for operation:

1. The mobile body art facility shall only use disposable, single-use, pre-sterilized equipment and instruments. Autoclave or sterilization equipment is not allowed to be placed or operated in a mobile body art vehicle. The following records shall be kept and maintained readily available for inspection by the LEA for 90 days following the use of the instruments at the site of practice, for the purpose of verifying the use of disposable, single-use, pre-sterilized instruments:
   - A record of purchase and exclusive use of all single-use instruments.
   - A log of all procedures, including the names of the practitioner and client and the date of the procedure.
   - Written proof on company or laboratory letterhead showing that the pre-sterilized instruments have undergone a sterilization process. Written proof shall clearly identify the instruments sterilized by name or item number and shall identify the lot or batch number of the sterilizer run.

2. A copy of the mobile body art facility’s Infection Prevention and Control Plan shall be provided and maintained on-site. For tattooing practices, the use of all disposable, single-use, pre-sterilized equipment and instruments shall be outlined in the Infection Prevention
3. Body piercing practices are prohibited in a mobile body art facility, unless the entire procedure, including the use of all disposable, single-use, pre-sterilized equipment and instruments and pre-sterilized jewelry is outlined in the Infection Prevention and Control Plan.

4. The mobile body art facility is to be used exclusively for performing body art and no other purpose. No body art procedures are to be conducted outside of the enclosed vehicle. The vehicle may not be used as a living space or residential dwelling for practices such as sleeping, bathing, or meal preparation.

5. The vehicle shall be maintained clean, in good repair and kept in sanitary condition. It must be free of insect or vermin infestation.

6. Animals, with the exception of American's with Disabilities Act (ADA) defined service animals, are not allowed in the vehicle procedure area(s).

7. Only commercially manufactured inks, dyes, and pigments shall be used.

8. For permanent cosmetics, the machine used shall be designed and manufactured to provide: removable tip parts between the tip and motor housing, and in a manner that will prevent backflow into enclosed parts of the motor housing. Manufacturer specification sheets for the machine(s) shall be readily available onsite for inspection by the LEA.

9. No eating, smoking, or drinking shall be permitted in the procedure areas.

10. No other clients are allowed in the procedure area during a branding procedure. Appropriate protective face filter masks are required to be worn during a branding procedure.

11. The practitioners’ certificate of registration and all necessary health permits must be posted in public view.

12. A supply of client consent forms, written aftercare instructions, and client medical questionnaires shall be available on-site.

13. Approved Environmental Protection Agency (EPA) or Department of Pesticide Regulation (DPR) disinfectants and antiseptic solutions used for preparation of the procedure site shall be provided. Material Safety Data Sheets shall be available for each chemical.

14. Sufficient single use supplies, such as disposable gloves, single-use receptacles for inks or pigments, sterile dressings, disposable plastic wrap or other coverings for chair, tattoo machine, clip cord, workstation, etc. shall be available on-site.

15. Personal protective equipment that is appropriate for the specific body art task, such as disposable gloves, disposable aprons, lap pads, etc. shall be provided.

16. All sharps waste produced during the performance of body art shall be disposed by either of the following methods:
• Removed and disposed by an approved licensed medical waste hauler and disposed of at a licensed treatment facility or removed and transported through a mail-back system approved by the California Department of Public Health (CDPH).
• As solid waste, after being disinfected by a method approved by the California Department of Public Health in compliance with all applicable laws.

The last three years of documentation, such as tracking documents, for the proper disposal of sharps waste containers disposed of through a licensed medical waste hauler or mail-back system shall be maintained on-site and available for review upon the request of the local enforcement agency.

17. All wastewater shall be discharged at an approved wastewater servicing area, such as an RV trailer station.

18. A mobile body art facility shall be operated within 200 feet of an accessible restroom. The toilet facilities shall be in accordance with the specifications of the California Plumbing code, local building codes and any other local ordinance. The sink shall be supplied with hot and cold running water, containerized liquid soap, and single-use paper towels that are dispensed from a wall-mounted, touchless dispenser. If an approved restroom is available on the mobile body art facility, it shall have a closable door.

**SHARPS DISPOSAL WEB LINKS**

List of California Department of Public Health Authorized Medical Waste Transporters

List of California Department of Public Health Approved Mail-Back Services

List of California Department of Public Health Approved Alternative Treatment Technologies
Example of Finish Schedule
## ROOM/AREA MATERIALS AND FINISHES

<table>
<thead>
<tr>
<th>ROOM OR AREA</th>
<th>FLOOR</th>
<th>WALLS</th>
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<tbody>
<tr>
<td><strong>Example:</strong></td>
<td></td>
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<tr>
<td>Restroom</td>
<td>Smooth quarry tile</td>
<td>Gypsum board; smooth; semigloss paint</td>
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<tr>
<td></td>
<td></td>
<td>Swiss coffee</td>
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<tr>
<td>Restroom</td>
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<tr>
<td>Procedure Areas</td>
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<tr>
<td>Decontamination and Sterilization Room</td>
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<tr>
<td>Body Piercing Room</td>
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<tr>
<td>Drawing/Stencil Area</td>
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<td>Reception and Waiting Area</td>
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## EQUIPMENT INFORMATION – PART ONE

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<tbody>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Autoclave</td>
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<tr>
<td>Ultrasonic Machine</td>
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<tr>
<td>Permanent Cosmetic Machine</td>
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<td>Water Heater</td>
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<td>Potable Water Tank</td>
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<tr>
<td>Waste Water Tank</td>
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<tr>
<td>Capacity: gal.</td>
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Note: Please provide specification sheets for all equipment.
### EQUIPMENT INFORMATION – PART TWO

<table>
<thead>
<tr>
<th>ROOM OR AREA</th>
<th>DESCRIPTION OF MATERIAL</th>
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</thead>
</table>
| **Example:**  
  Restroom | |  
 | Practitioner Chair | |
| Client Chair | |
| Piercing Table | |
| Stool | |
| Arm Rest | |
| Mayo Trays | |
| Counters | |
| Storage Cabinets | |
| Disposable Instruments | |