

CHI SPA LMT GUIDELINES

- Load Mindbody's app MB EXPRESS for iPhone/Android on your smart phone
- Check your schedule on MB EXPRESS twice daily and your availability weekly
- Please give notice ASAP if you are scheduled as available, but are not
- Arrive the Spa ON TIME. Park on south side of building (not in front)
- VERY IMPORTANT: Verify your assigned room with Reception
- Prepare room: light candles & aromatherapy, stock towels as needed -
If a Mini Chi, prepare salt scrub & body butter (see Mini Chi Guidelines)
- Greet client, review intake form, offer restroom, show into room
- Perform service(s) within scheduled time
- Flip Room (if Mini Chi, allow 20-30 minutes on clock):
Remake massage table with fresh linens & table runner
4 clean towels neatly on towel racks, Clean robe on hanger
Candles: replace as needed. Rechargeables MUST BE OFF before charging.
Clean sink, shelf, mirror, floor of smears, wax, oil, salt: sweep, vacuum, wet wipe. Soiled rags & mop pads go in laundry - don't leave dirty pads on mops!
If Mini Chi: clean & disinfect shower walls, doors, and floor
Clean out product containers and leave upside to dry
- Reconfirm future appts and your availability with Reception before leaving

Time to spare between appointments?

Enter intake forms for \$.10 a page

Help care for waiting clients, keep lobby looking/smelling nice

Clean/tidy/stock supply counter, linens, & bathroom

Go to bank to get change for cash drawer

Help with laundry/ hot towels

Fill fountain

Go to Publix & refill 5 gallon water jug