

STUDIO DÉCOR POLICY & GUIDELINES

New Clients: For the first 30 days from when you move in, our Facilities Director, Scott can assist you with putting up shelves, hanging mirrors, etc., at no additional charge. In order to request his assistance, please create a Support Request and we will coordinate the work.

After the initial 30 days, you can still utilize his assistance for things like, painting an accent wall, move shelves around, hang a light fixture, etc. These types of services are optional and are quoted and billed by Scott; payment is also made directly to him. You can request this type of assistance through our **Optional Services Form** on our client portal.

To maintain an upscale and consistent look, the following guidelines must be followed for Studio decorating:

Door and Window Coverings: White blinds are the standard window and door covering approved for use, only. Blinds may be purchased cost-effectively at any Home Depot or Lowes. Blinds must be cracked open when privacy is not necessary and when your salon is closed. White curtains are acceptable but should also be opened at least slightly when your salon is closed. If you wish to hang curtains of any other color, the backing of your curtains must be white facing the window or door.

Decorative items such as wreaths, paintings or hanging signs are not permitted on the outside of your door, unless or except for Spa services where a sign may be necessary to alert clients regarding "spa service in progress".

Stickers, Decals & Signs: No flyers, brochures, coverings or stickers are allowed to be put on or show on your window or door, (ex: Visa stickers or signs.); windows are to be kept free of any signs or stickers. You may have your salon name/logo as a vinyl sign/decal placed on your door, but not on the window. We are happy to assist with placement on your door, please complete a Support Request.

Salon Name/Logo Sign: Your salon name or logo sign/decal must receive approval from us prior to ordering and installation on your door. Name/Logo decal or sign must be no more than approximately 18" by 18" inches. Please send a proof to Carmen and Juliette via a Support Request and attach a photo.

Painting/Removable Wallpaper: As you know, included in your Set Up Fee is an accent wall for your studio. If you choose an accent wall, it must be painted and completed prior to move in. In the event this doesn't happen because you may have changed your mind, you'll have a 30-day window after move-in within which to request and receive the accent wall. Carmen has a swatch book in the center you can look through. The accent wall color must be approved by Carmen or Juliette. Some clients opt for Removable Wallpaper instead of an accent wall. We do not hang the wallpaper as we cannot be liable for it not being put on correctly or being damaged. Though, our Facilities Director is happy to assist you in hanging it if needed, however, you'd need to coordinate the timing with us through a Support Request and it would typically need to be a Tuesday, Wednesday or Thursday.

Other/Hanging Wall Decor: Wall shelves, TVs, etc., must be approved and be of a size and weight that will not cause excessive stress or damage to the studio walls as there are only metal studs in the walls. Approved wall shelves must be installed by our Facilities Director in order to securely install them for everyone's protection. Wall décor should be tasteful and hung securely.

Optional Services: You may utilize any of the Optional Services to enhance and customize your studio at any time. Services are performed by our Facilities Director and payments are to be made directly to him for all completed services. Please use the online Optional Services Request form to request a quote and confirm pricing. The form is located on our Client Portal.

Clean & Organized: Studios should be kept clean, organized and clutter-free to provide an upscale and relaxing experience for your clients. Plus, State Board will approve! We recommend minimizing additional furniture, carts or large chairs to maximize your floor space; floating shelves and/or tall shelf units are ideal from a space and storage perspective. **Refrigerators are not allowed in individual studios.**

WORK TO BE COMPLETED BY SALON STUDIOS ONLY:

Painting/Patching - Studio painting is only to be completed by Salon Studios Facilities Director or our other authorized Salon Studios painter. Self-painting is not allowed at any time, nor is painting by any other person outside of Salon Studios' authorized painters. Additionally, patching of any holes in the walls is not permitted and should only be completed by our Facilities Director.

____ Client Initials

Installs – Self-installation of sinks or backwash units is not permitted. Anything related to water that hooks up to our water supply must be installed by our Facilities Director or other authorized Salon Studios personnel.

____ Client Initials