

## APPLICATION STEP CHECKLIST (TOP-DOWN, LEFT-TO-RIGHT)

|  |   |  |
|--|---|--|
| ✓ Wash Hands   | Dry Eyelashes   | Pickup   |
| Prep Room & Clean/Sanitize Work Station Area             | Before Photos   | Coat   |
| Sanitize Hands and Wipe Off Adhesive Tray/Sanitize Tools | Sanitize Hands  | Attachment   |
| Assess Environment                                       | Lint-Free or Silicone Under Eye Patch Application                                     | Attachment Pattern   |
| Wash Hands   | Create the Frame (mark outline on under eye patches)                                  | 15-Minute Reminders (repeat until application is completed and once again at the end of the application before counting) |
| Greeting & Client Profile System Form Completion         | Sanitize Hands  | Count Eyelash Extensions   |
| Sanitize Hands   | Natural Eyelash Assessment  | Remove Patches & Groom Lashes  |
| Pre-Application Consultation & Design Discussion         | Document Natural Eyelash Assessment   | Show client their lashes to ensure they're happy with the lash look received   |
| Sanitize Hands   | Utilize the Lash Calculator® Tool to Determine Which Extensions Can be Safely Applied | Apply Jo Mousselli® Skin Renewing™ Concealer   |
| Proper Posture & Table Height (chair adjustment)         | Document Lash Extensions That You Want to Use Based on Lash Calculator® Tool Results  | After Photo  |
| Sanitize Hands   | Mark Under Eye Patch Frames with Lengths From the Above Step                          | Aftercare Demonstration  |
| Cleanse & Rinse Orbital Eye Area                         | Eyelash Extension Setup (Lash Tray or LashPak™)                                       | Client Checkout & Schedule ReLash Appointment  |
| Cleanse & Rinse Lash Lines & Eyelashes                   | Prepare & Dispense Adhesive   | Finalize Documentation   |
| Dry Lash Lines & Eyelashes                               | Sanitize Hands  | Sanitize Tools & Clean/Sanitize Work Station   |
| Sanitize Hands   | Ensure Correct Hand Placement is Used   |  |
| Prime Eyelashes  | Isolation   |  |

## CLEAN UP CHECKLIST

|                           |  |  |
|---------------------------|--|--|
| Discard Disposables       | Remove Residual Product on Tweezers and Micro-Spring Scissors Sanitize | Sanitize/Disinfect Application Tools with the Disinfecting Tray or Approved Disinfecting Wipes |
| Replace Disposable Covers | Sanitize Work Station Area   | Wash Hands   |