



# Salon Owners' Guide to Ventilation

## *Meeting the New Ventilation Regulation Requirements*

### New Ventilation Requirements

- If you obtained an Appearance Enhancement Business license ***before*** October 3, 2016, your salon must comply with the new ventilation requirements by October 3, 2021.
- If you received an Appearance Enhancement business license ***on or after*** October 3, 2016, ***you must comply*** with the new ventilation requirements by the time your salon opens under the new license.

For more information on these requirements click <http://www.dos.ny.gov/licensing/appearance/proposedreg.html>

The new ventilation standards require salon owners to install a *local exhaust system (also known as source capture ventilation)* at each manicure and pedicure station to capture all vapors, fumes, dust and other air contaminants. In some cases, salon owners will also have to make improvements to the general ventilation systems in the salon. The requirements for this system are included in the 2015 International Mechanical Code ("2015 IMC") and the New York State Fire Prevention and Building Code. Click on the link below to read more:

<http://codes.iccsafe.org/app/book/content/2015-I-Codes/NY/2015%20IMC%20HTML/CHAPTER%204.html>

The "Technical Guidance Document" available at **{need to insert URL here}** details the system requirements. Please maintain copies of this document and provide it to your landlord, if applicable, and any contractors from whom you seek estimates for ventilation system design, installation and repair.

### If you have a Lease

- Review your lease for any terms and conditions relevant to construction and renovation projects on the property.

Look specifically for terms mentioning:

- Improvements, modifications (called "build outs" when new space is being finished to your specifications), or fixtures added to the space.
- Financial responsibilities for improvements and modifications.
- Ownership of improvements and modifications after the lease ends.
- Responsibility for maintaining and repairing the premises, including the heating and air conditioning systems.

### If you lease space

- Tell your landlord about the new regulations.
- Tell your landlord that in order to comply with new ventilation regulation, a professional Mechanical Contractor and/or Mechanical Engineer may be required.

Landlords with questions about the new regulation can find information on DOS' website

<http://www.dos.ny.gov/licensing/appearance/proposedreg.html> or call 518.414.4429

### Before Hiring a Professional

Understand the ventilation requirements and know how many manicure and pedicure stations you are, or will be operating. Knowing what is required will help you envision what you want your salon to look like after the installation.

Check with your local municipality to find out if contractors are required to be licensed.

To locate a mechanical contractor in your area:

- Speak to other business owners (e.g. restaurants), friends or other people you know who may have done recent renovations. Word of mouth referrals are often the best way to find a professional.
- Check internet websites for referrals and professionals, but use your judgment and be wary of sites that don't have verified reviews.

#### Tips for doing research:

- Type "HVAC Contractor", "mechanical contractor" or "mechanical contractor near me" onto any online search engine.

Other websites to consider:

- <http://www.acca.org/locator>
- <http://www.thebluebook.com/cl/stall2844.htm>
- <http://www.bbb.org/>

#### When you speak to a Mechanical Contractor:

- State that you are a business owner and New York State regulations require you to install a local exhaust system (also known as source capture ventilation) to capture all vapors, fumes, dust and other air contaminants in your store.
- Tell the mechanical contractor that you are seeking a quote to design, build and install a local exhaust system at each manicure and pedicure station within your business.
- Give the mechanical contractor a copy of the DOS "Technical Guidance Document" available at [{Need correct URL here}](#) Look for a contractor that specializes in commercial construction/renovation projects.
- Depending on the complexity of the system required for your store, you may need to consult a mechanical engineer.
- A mechanical engineer may be recommended by your mechanical contractor.

Mechanical engineering is the discipline that applies the principles of engineering, physics, and materials science for the design, analysis, manufacturing, and maintenance of mechanical systems.

- Consult an Architect (if required or if recommended by your Mechanical Contractor or Mechanical Engineer).

An architect is a registered design professional licensed by the New York State Department of Education; If you require guidance on the appearance design changes to your business, you may need to consult a licensed architect.

#### Steps to Hire a Professional

- Interview more than one professional for each service required.
- The best practice is to interview *at least* three service providers for each service you need.
- Look for good a contractor with good communication.
- Determine if your contractor has experience with ventilation systems for other types of businesses that require a "local exhaust system" (also known as "source capture ventilation").
- Check to make sure all contractors have any required licenses and are properly registered.
- Ask all contractors to provide you with proof of their liability insurance and worker's compensation insurance.
- Provide the contractors the "Technical Specifications Document" found at [www.DOS.ny.gov](http://www.DOS.ny.gov)
- Get estimates and price quotes in writing.
- After selecting your professional, always require a written and detailed contract and estimate.
- It will protect you and help ensure that you and the contractor understand the scope and cost of the project.
- Have the selected professional provide you with a copy of the building permit for your project, if a permit is required.



## ***Steps to Take to Upgrade Your Salon to Meet the New Ventilation Regulations***

### **CHECKLIST**

#### **Before you begin your project, make sure you:**

- Understand the new ventilation requirements.
- Review your lease and consult with your landlord for any terms and conditions that will govern construction and renovation projects on the property.
- Consult an attorney if you need help reviewing your lease.
- Determine the number of manicure and pedicure stations that will need source capture systems in your business.
- Locate a mechanical contractor, a mechanical engineer or an architect.
- Provide a copy of the DOS "Technical Specifications Document" to your mechanical contractor, mechanical engineer and or architect so that he/she understands what the regulation entails.
- Interview and consult with more than one professional for each service required. Consulting with multiple professionals and comparing different quotes, will allow you to choose the best professional for your needs.
- Look for good a contractor who communicates well and is willing to answer all your questions.
- Make sure your professional has experience with ventilation systems for other types of businesses that require "local exhaust system" (also known as "source capture ventilation").
- Make sure your professional has a license, if required.
- After selecting your professional, have your professional provide you with:
  - A written and detailed contract and estimate
  - A copy of the professional's liability insurance and worker's compensation insurance policies
  - The building permit and plans, if required