**ALABAMA MASSAGE THERAPY LICENSING BOARD**

**COMPLAINT INSPECTION**

**CASE NUMBERS(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ala. Code 1975 § 34-43A-6(b)(5): The Board may provide for the inspection of the business premises of any licensee during normal business hours, upon complaint.

Alabama Administrative Code § 352-x-7-.04(2): Upon complaint, the board may inspect the business premises of any licensee during normal business hours, so long as said inspection is made in furtherance of the investigation of a complaint.

Establishment Name:

Telephone Number:

Address:

Establishment License No. Date: Is license Displayed: Y/N

Establishment Owner:

Name of LMT Responsible for Compliance:

Address of LMT Responsible for Compliance:

Massage Therapist Employed by and/or present at the Establishment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | License No. | Date of Expiration | Displayed: Y/N | Registered |
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All compliance criteria referenced within this document are specified within AMTLB Administrative Code § 532-X-4-.02

| Regulation | Requirement  | Met | Not Met | N/A | Notes |
| --- | --- | --- | --- | --- | --- |
| Admin. Code § 532-X-4-.02(1) | (a): Right to occupy the premises |  |  |  |  |
|  | (b): Proof of insurance |  |  |  |  |
| (c): Compliance with State and local fire and safety requirements |  |  |  |  |
| (d): Working fire extinguisher |  |  |  |  |
| (e): Provision for extermination of vermin, insects, termites and rodents |  |  |  |  |
| (f): Laundering or sanitation of all equipment and linens or other materials furnished for use of the customer or client, prior to reuse if applicable  |  |  |  | If washer/dryer not on site what services are used: |
| (g): Maintenance of equipment in a safe and sanitary equipment |  |  |  |  |
| (h) Adequate toilet and lavatory facilities with running water, toilet tissue, soap/hand washing materials, towels/hand drying devices, waste receptacle and adequate lighting and ventilation sufficient to remove odors. |  |  |  |  |
| (i): Adequate and sanitary shower facilities if the establishment maintains a whirlpool bath, sauna, hot tub, spa, steam cabinet or steam room; the shower, if any is to be equipped with soap, sanitary cloth towels, and adequate lighting and ventilation sufficient to remove odors. |  |  |  |  |
| (j) Clean drape materials for draping clients during massage. |  |  |  |  |
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| Admin. Code § 532-X-4-.02(1)(k):(k) Documentation of all massage therapy appointments whether the appointments are provided at the licensed massage therapy establishment or are out-call or onsite appointments. | (1) Appointments documented prior to commencement of the massage therapy services. |  |  |  |  |
| (2) No undocumented massage therapy appointments. |  |  |  |  |
| (3) Documentation of appointments is maintained on the premises of the establishment and available for inspection. |  |  |  |  |
| (4) Documentation contains name of client, name of LMT(s), location services occur, type and duration of services to be performed, and date and time services will occur. |  |  |  |  |
| (5) Current and post appointment calendar records on site for past three (3) years minimum. |  |  |  |  |
| (6) Demonstrates secure storage of confidential client information. |  |  |  |  |
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| AMTLB Admin Code § 532-X-4-.02 | (2) Only employs/contracts LMT to perform massage therapy. |  |  |  |  |
| (3) LMTs are registered with the Board for the establishment (Effective October 1, 2024) |  |  |  |  |
| (4) One LMT is registered with the Board as the designee to ensure compliance, |  |  |  |  |
| (5) Any advertisement by establishment includes license number of establishment. |  |  |  |  |
| (6) License for establishment and license for each LMT who practices within the establishment is prominently posted in plain sight. |  |  |  |  |
| (7) (7) Establishment is not used for overnight sleeping. \* If used for overnight sleeping has LMT received approval from the Board due to the establishment also being the residence of a sole proprietor LMT and is used by the immediate family of the sole proprietor.  |  |  |  |  |
|  |
| AMTLB Admin Code § 532-X-4-.02(8); Onsite or Outcall requirements for owner, employee or contractor of establishment to take to an appointment\* | (a) Copy of establishment license and copy of license of LMT performing services. |  |  |  |  |
| (b) all necessary equipment to perform services that is sanitized. |  |  |  |  |
| (c) Clean drape material |  |  |  |  |
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| AMTLB Admin Code § 532-X-4-.02 | (9) Physical Location is not in a location previously shut down by Board, or local, state, or federal law enforcement. |  |  |  |  |
| (10) Does not advertise or offer to perform services on any sexually explicit website or online platform that promotes prostitution, sexually explicit services, or human trafficking. |  |  |  |  |
| (11) Is not a sexually oriented business operating as a massage establishment |  |  |  |  |
| (12) Complies with Code of Ethics. |  |  |  |  |
| (13) Complies with all state, federal, and local laws |  |  |  |  |
| (14) On-site or Out-call establishment that does not provide ANY massage therapy services on the premises of the establishment and is not in compliance with (1)(c), (d), (h) and/or (i) has requested exemption.  |  |  |  |  |