

# VERSASPA<sup>®</sup>

SUNLESS SKIN CARE SYSTEM



## Quarterly Maintenance & Inspection Checklist

<b>Purpose:</b>	Quarterly Cleaning, inspection and calibration of key systems on your VersaSpa booth.
<b>Process:</b>	Complete each line item. If an inspection or calibration is unsatisfactory, complete the repair or replacement of the component/subassembly in question.
<b>Who:</b>	This process is intended to be completed by a technician with mechanical and electrical knowledge of the VersaSpa booth.
<b>Benefits:</b>	Verification that your VersaSpa booth meets Sunless, Inc.'s manufacturing specifications. These specifications ensure peak performance of your booth and minimize unplanned downtime.

## Quarterly Maintenance & Inspection Checklist

**Date:** \_\_\_\_\_  
**Salon ID Number:** \_\_\_\_\_  
**Salon Name:** \_\_\_\_\_  
**Salon Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Salon Phone Number:** \_\_\_\_\_  
**Booth Serial Number:** \_\_\_\_\_  
**Salon Owner/Manager Name:** \_\_\_\_\_

<b>Turbines</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Remove filters and clean					
<b>Drain Pump</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check for water leaks					
Clean the sump area under pump					
Flush and clean inlet and outlet drain hoses					
Check water evacuation time, rinse booth and time pump (15 to 30 seconds)					
<b>Float Switch</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check for functionality (lift float sensor and check for functionality)					
<b>Floor Tub</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check orientation stickers on floor tub, replace if needed					
<b>Automated Water Solenoid</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check for functionality - run rinse					
Check for water leaks					
<b>Exhaust Fan</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check fan for functionality - should run when session is enabled					
Clean around exhaust fan and remove pulled liquid					
Remove and clean exhaust filter					
Remove and clean second stage exhaust filter					
<b>Touch Free Start Sensor on Tower</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check the sensitivity					
Clean the lens					

<b>Solution Coupler</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Replace if plastic is cracked or discolored					
Seal should appear shiny and smooth, if not - replace coupler					
<b>Spray Boom Assembly</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Check hose assembly, make sure straight					
Check retractor cable, make sure attached and working					
Check for air leaks					
<b>Side Rail</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Turn off brake					
Test slip clutch					
Move spray bar up and down checking for smooth operation					
Lubricate bottom bearings					
Upper and lower limit switches are secure					
<b>Spray Boom Assembly</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Remove and clean nozzle					
Check front/rear spray boom cover, air collar rings, and air manifolds for cracks					
Check all 3 solution pumps for leaks					
Sprays evenly throughout entire tan session					
Check alignment					
<b>Wiring</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Inspect all wiring					
Regrease all connections with di-electric grease					
Pack di-electric grease in any connectors that come in					
<b>Booth Detailing Interior/Exterior Cleaning</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Clean interior of booth thoroughly					
Clean exterior of booth thoroughly					
<b>Check Calibrations</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>
Solution 1					
Solution 2					
Solution 3					
<b>Additional Repairs/Parts Replaced on Site</b>	<b>Clean</b>	<b>Repair</b>	<b>Adjust</b>	<b>Replace</b>	<b>OK</b>

<b>Labor Hours</b>	
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I confirm all work has been completed and acknowledge the VersaSpa booth has been tested and operates correctly.

I received my VersaSpa Maintenance Guide and understand all maintenance requirements.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Technician Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Recommended Future Part Replacement/Repair**

To place your direct order, please visit our parts marketplace at <http://orderparts.sunlessinc.com>  
For questions or concerns, please contact Sunless, Inc. Technical Support team at **855.450.3500**