

Checklist For Starting a Janitorial Business

Business Planning

- Research market demand
- Define target clients
- Create a business plan
- Set clear objectives
- Choose business structure

Legal and Administrative

- Register your business
- Obtain necessary licenses
- Secure insurance coverage
- Set up accounting systems
- Comply with labor laws

Equipment and Supplies

- Purchase cleaning equipment
- Stock up on cleaning supplies
- Consider eco-friendly options
- Invest in uniforms
- Organize storage solutions

Staffing

- Hire skilled staff
- Conduct thorough training
- Implement safety protocols
- Schedule efficiently
- Maintain staff records

Marketing and Sales

- Develop a marketing plan
- Create promotional materials
- Build a professional website
- Network locally
- Utilize social media marketing

Client Management

- Establish communication channels
- Offer excellent customer service
- Implement quality control measures
- Use feedback for improvement
- Ensure contract clarity

Growth and Scaling

- Monitor business performance
- Explore niche markets
- Consider franchise opportunities
- Plan for business expansion
- Stay updated on industry trends

Go-to Resources for Starting a Janitorial Business

Marketing Tools

- [Canva](#)
- [Mailchimp](#)
- [Hootsuite](#)

Project Management

- [Asana](#)
- [Trello](#)
- [Monday](#)

Business & Accounting

- [ZenBusiness](#)
- [Northwest Registered Agent](#)
- [FreshBooks](#)
- [MyCorporation](#)

Useful Tools

- [SWOT Analysis Generator](#)
- [QR Code Generator](#)

*All of the resources are clickable links