

90 Day Janitorial Startup Checklist

Day	Check	Task	Rough Cost Range and Time Frame
Day 1	<input type="checkbox"/>	Decide on your business name after researching availability.	Cost: \$0; Time: 2 hours
Day 2	<input type="checkbox"/>	Pick the specific services you want to offer (e.g., general cleaning, carpet cleaning, window washing).	Cost: \$0; Time: 1-2 hours
Day 3	<input type="checkbox"/>	Choose 1-5 business types to service (e.g., office, medical, factory, retail) and research their needs.	Cost: \$0; Time: 2 hours
Day 4-5	<input type="checkbox"/>	Choose and order a logo using websites like Fiverr, review drafts.	Cost: \$5-50; Time: 1-2 hours per day (plus 1-3 days for delivery)
Day 6	<input type="checkbox"/>	Pull out and set up a dedicated business phone number (e.g., using Google Voice).	Cost: \$0-10/month; Time: 1 hour
Day 7	<input type="checkbox"/>	Set up your business address (use your home address or get a PO box, research options).	Cost: \$0-100/year; Time: 1-2 hours
Day 8	<input type="checkbox"/>	Set up a professional business email (using Gmail or Outlook).	Cost: \$0; Time: 1 hour
Day 9-10	<input type="checkbox"/>	Register your business legally (e.g., LLC), gather documents and submit.	Cost: \$50-300; Time: 2 hours per day (plus 1-7 days processing)
Day 11	<input type="checkbox"/>	Open a dedicated business bank account.	Cost: \$0-25; Time: 1-2 hours
Day 12-14	<input type="checkbox"/>	Research insurance providers, get quotes, and purchase general liability insurance.	Cost: \$400-1,000/year; Time: 2 hours per day
Day 15-17	<input type="checkbox"/>	Create and launch a simple website using Wix, add content gradually.	Cost: \$0-20/month; Time: 2-3 hours per day
Day 18	<input type="checkbox"/>	Set up a company shared Dropbox for file storage.	Cost: \$0; Time: 1 hour
Day 19	<input type="checkbox"/>	Order business cards from Staples or similar.	Cost: \$10-50; Time: 1 hour (plus delivery)
Day 20-21	<input type="checkbox"/>	Design and print marketing flyers using Canva and Staples.	Cost: \$20-100; Time: 2 hours per day
Day 22	<input type="checkbox"/>	Set up a free CRM at www.janibid.com.	Cost: \$0; Time: 1 hour
Day 23	<input type="checkbox"/>	Buy professional clothes or uniforms.	Cost: \$20-100; Time: 1-2 hours
Day 24-25	<input type="checkbox"/>	Purchase initial supplies referring to https://www.janibid.com/how-much-does-it-cost-to-start-a-cleaning-company, shop around.	Cost: \$100-1,250; Time: 2 hours per day
Day 26	<input type="checkbox"/>	Set up your Google Maps listing.	Cost: \$0; Time: 1 hour
Day 27	<input type="checkbox"/>	Get initial reviews from friends and family.	Cost: \$0; Time: 1-2 hours
Day 28-29	<input type="checkbox"/>	Learn how to bid using https://www.janibid.com/bidding-help, practice calculations.	Cost: \$0; Time: 2 hours per day

Day 30	[]	Download and customize proposal templates from https://www.janibid.com/janitorial-proposal-template.	Cost: \$0; Time: 1-2 hours
Day 31	[]	Download and customize contract templates from https://www.janibid.com/cleaning-contract-template.	Cost: \$0; Time: 1-2 hours
Day 32	[]	Download new hire templates and training from https://www.janibid.com/janitorial-daily-checklist-template.	Cost: \$0; Time: 1-2 hours
Day 33-34	[]	Decide on advertising platforms (Google Adwords, Yelp, etc.) and research costs.	Cost: \$0; Time: 1 hour per day
Day 35-36	[]	Set up advertising if decided and launch test campaigns.	Cost: \$100-500; Time: 2 hours per day
Day 37-60	[]	Prospect door to door daily, distribute flyers, and offer free cleanings to build leads.	Cost: \$50-200 occasional (for free cleanings); Time: 4-6 hours per day
Day 61-70	[]	Prepare and send bids to prospects, follow up weekly.	Cost: \$0; Time: 2-4 hours per day
Day 71-80	[]	Secure contracts, perform initial jobs, and review performance.	Cost: \$0; Time: 4-8 hours per day
Day 81-85	[]	Hire first employee if needed using templates.	Cost: \$0; Time: 2-4 hours per day
Day 86-90	[]	Onboard and train new employee using Janibid materials.	Cost: \$0; Time: 4-8 hours per day