

1 Year Janitorial Startup Checklist

Day	Check	Task	Rough Cost Range and Time Frame
Day 1-5	<input type="checkbox"/>	Decide on business name, research thoroughly.	Cost: \$0; Time: 2 hours per day
Day 6-10	<input type="checkbox"/>	Pick services, detail offerings and pricing.	Cost: \$0; Time: 1-2 hours per day
Day 11-15	<input type="checkbox"/>	Choose target business types, conduct market surveys.	Cost: \$0; Time: 2 hours per day
Day 16-20	<input type="checkbox"/>	Choose logo on Fiverr, multiple revisions.	Cost: \$5-50; Time: 1-2 hours per day
Day 21-22	<input type="checkbox"/>	Set up business phone number.	Cost: \$0-10/month; Time: 1 hour per day
Day 23-25	<input type="checkbox"/>	Set up business address.	Cost: \$0-100/year; Time: 1 hour per day
Day 26	<input type="checkbox"/>	Set up business email.	Cost: \$0; Time: 1 hour
Day 27-35	<input type="checkbox"/>	Register business legally, monitor processing.	Cost: \$50-300; Time: 1-2 hours per day
Day 36-40	<input type="checkbox"/>	Open business bank account.	Cost: \$0-25; Time: 1-2 hours per day
Day 41-50	<input type="checkbox"/>	Get insurance, annual review setup.	Cost: \$400-1,000/year; Time: 1-2 hours per day
Day 51-65	<input type="checkbox"/>	Create website on Wix, optimize SEO over time.	Cost: \$0-20/month; Time: 2 hours per day
Day 66-67	<input type="checkbox"/>	Set up shared Dropbox.	Cost: \$0; Time: 1 hour per day
Day 68-70	<input type="checkbox"/>	Order business cards.	Cost: \$10-50; Time: 1 hour per day
Day 71-75	<input type="checkbox"/>	Design and print flyers.	Cost: \$20-100; Time: 2 hours per day
Day 76	<input type="checkbox"/>	Set up CRM at www.janibid.com.	Cost: \$0; Time: 1 hour
Day 77-80	<input type="checkbox"/>	Buy uniforms.	Cost: \$20-100; Time: 1-2 hours per day
Day 81-90	<input type="checkbox"/>	Buy supplies using https://www.janibid.com/how-much-does-it-cost-to-start-a-cleaning-company , stock gradually.	Cost: \$100-1,250; Time: 2 hours per day
Day 91-92	<input type="checkbox"/>	Set up Google Maps listing.	Cost: \$0; Time: 1 hour per day
Day 93-95	<input type="checkbox"/>	Get initial reviews.	Cost: \$0; Time: 1 hour per day
Day 96-105	<input type="checkbox"/>	Learn bidding with https://www.janibid.com/bidding-help , advanced practice.	Cost: \$0; Time: 2 hours per day
Day 106-110	<input type="checkbox"/>	Customize proposals from https://www.janibid.com/janitorial-proposal-template.	Cost: \$0; Time: 1-2 hours per day
Day 111-115	<input type="checkbox"/>	Customize contracts from https://www.janibid.com/cleaning-contract-template.	Cost: \$0; Time: 1-2 hours per day
Day 116-120	<input type="checkbox"/>	Download new hire/training from https://www.janibid.com/janitorial-daily-checklist-template.	Cost: \$0; Time: 1-2 hours per day
Day 121-130	<input type="checkbox"/>	Decide on advertising, long-term strategy.	Cost: \$0; Time: 1 hour per day
Day 131-140	<input type="checkbox"/>	Set up and monitor advertising.	Cost: \$100-500; Time: 2 hours per day
Day 141-250	<input type="checkbox"/>	Prospect door to door, offer free cleanings, network events.	Cost: \$50-200 occasional; Time: 4-6 hours per day
Day 251-300	<input type="checkbox"/>	Send bids, secure and manage contracts.	Cost: \$0; Time: 2-4 hours per day

Day 301-330	[]	Perform jobs, scale operations.	Cost: \$0; Time: 4-8 hours per day
Day 331-350	[]	Hire employees as business grows.	Cost: \$0; Time: 2-4 hours per day
Day 351-365	[]	Onboard and train employees.	Cost: \$0; Time: 4-8 hours per day