

30 Day Janitorial Startup Checklist

Day	Check	Task	Rough Cost Range and Time Frame
Day 1	<input type="checkbox"/>	Decide on your business name, pick the specific services you want to offer (strip and wax, carpet cleaning, window washing), and choose 1-5 business types to service (office, medical, factory, retail).	Cost: \$0; Time: 2-4 hours
Day 2	<input type="checkbox"/>	Choose and order a logo using websites like Fiverr.	Cost: \$5-50; Time: 1-2 hours (plus 1-3 days for delivery)
Day 3	<input type="checkbox"/>	Pull out and set up a dedicated business phone number (e.g., using Google Voice for free or a paid service).	Cost: \$0-10/month; Time: 1 hour
Day 4	<input type="checkbox"/>	Set up your business address (use your home address for free or get a PO box).	Cost: \$0-100/year; Time: 1 hour
Day 5	<input type="checkbox"/>	Set up a professional business email (using Gmail for free or Outlook).	Cost: \$0; Time: 1 hour
Day 6	<input type="checkbox"/>	Register your business legally (e.g., as a sole proprietorship, DBA, or LLC via your state's website).	Cost: \$50-300; Time: 2-4 hours (plus 1-7 days for processing)
Day 7	<input type="checkbox"/>	Open a dedicated business bank account.	Cost: \$0-25; Time: 1-2 hours
Day 8	<input type="checkbox"/>	Research and purchase general liability insurance for your cleaning business.	Cost: \$400-1,000/year; Time: 2-4 hours
Day 9	<input type="checkbox"/>	Create and launch a simple website using a platform like Wix.	Cost: \$0-20/month; Time: 4-6 hours
Day 10	<input type="checkbox"/>	Set up a company shared Dropbox for file storage and sharing.	Cost: \$0 (free tier); Time: 1 hour
Day 11	<input type="checkbox"/>	Order business cards from a site like Staples or Vistaprint.	Cost: \$10-50; Time: 1 hour (plus 3-7 days delivery)
Day 12	<input type="checkbox"/>	Design and print marketing flyers (use free tools like Canva for design, print at Staples).	Cost: \$20-100; Time: 2-4 hours
Day 13	<input type="checkbox"/>	Set up a free CRM system at www.janibid.com to manage leads and clients.	Cost: \$0; Time: 1 hour
Day 14	<input type="checkbox"/>	Buy professional clothes or uniforms for door-to-door prospecting and bids.	Cost: \$20-100; Time: 1-2 hours
Day 15	<input type="checkbox"/>	Purchase initial janitorial supplies based on your budget, referring to https://www.janibid.com/how-much-does-it-cost-to-start-a-cleaning-company (e.g., \$100-500 list).	Cost: \$100-1,250; Time: 2-4 hours
Day 16	<input type="checkbox"/>	Set up your Google Maps (Google My Business) listing for local visibility.	Cost: \$0; Time: 1 hour
Day 17	<input type="checkbox"/>	Ask friends and family for initial online reviews on Google or your site to build credibility.	Cost: \$0; Time: 1-2 hours
Day 18	<input type="checkbox"/>	Learn how to bid janitorial work using free templates and calculators at https://www.janibid.com/bidding-help .	Cost: \$0; Time: 2-4 hours
Day 19	<input type="checkbox"/>	Download and customize janitorial proposal templates from https://www.janibid.com/janitorial-proposal-template .	Cost: \$0; Time: 1-2 hours

Day 20	[]	Download and customize janitorial contract templates from https://www.janibid.com/cleaning-contract-template .	Cost: \$0; Time: 1-2 hours
Day 21	[]	Download new hire templates, onboarding checklists, and training manuals from https://www.janibid.com/janitorial-daily-checklist-template .	Cost: \$0; Time: 1-2 hours
Day 22	[]	Decide if you want to advertise on platforms like Google Adwords, Yelp, LinkedIn, or Facebook, and research options.	Cost: \$0; Time: 1 hour
Day 23	[]	Set up your chosen advertising accounts and launch initial campaigns if decided.	Cost: \$100-500 startup; Time: 2-4 hours
Day 24	[]	Start prospecting door to door in your target areas (e.g., offices or retail spaces), distributing flyers and business cards.	Cost: \$0; Time: 4-6 hours
Day 25	[]	Continue door-to-door prospecting and offer free cleanings to 1-2 potential clients to build your portfolio until you get busy.	Cost: \$50-200 (supplies for free cleanings); Time: 4-8 hours
Day 26	[]	Prepare and send your first bids to prospects using Janibid bidding tools.	Cost: \$0; Time: 2-4 hours
Day 27	[]	Follow up on proposals, negotiate, and secure your first contract using customized templates.	Cost: \$0; Time: 1-2 hours
Day 28	[]	Perform your first paid or free cleaning job to gain experience.	Cost: \$0 (supplies already purchased); Time: 4-8 hours
Day 29	[]	If workload increases, hire your first employee using Janibid job application and interview templates.	Cost: \$0 (setup); Time: 2-4 hours
Day 30	[]	Onboard and train the new employee using Janibid checklists, training manual, and procedures.	Cost: \$0; Time: 4-8 hours