

INTRODUCTION TO JANITORIAL CLEANING SERVICES...VOL 1

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INTRODUCTION

Thank you for downloading this fantastic guide—**“Introduction to Janitorial Cleaning Services...Vol 1.”**

When looking at janitorial cleaning services the janitor could be working in a business, office, or schools. They play an essential part in the functioning of any business, office, or school because they are the ones that are responsible for maintaining hygienic conditions.

A janitorial service does not mean that all they do is clean the toilets, vacuum the floor, and take out the trash. A janitor needs to have strength and endurance because they spend eight hours on their feet, manage massive cleaning machines, and more. It is not a simple job that everyone can do.

If you are a hard working person and willing to start even from scratch, a janitorial cleaning service is one of the best businesses you can try out. Every business and facility out there needs to be cleaned once in a while, and for some, they need to be cleaned regularly.

For you to effectively startup, you can try to make use of the information that you will get from this guide.

With as low as \$500, you can start your own business. You need this amount of buying the equipment and supplies that are necessary for your business. With the proper equipment's, it can aid you to gain many thousands of dollars as you run your business.

Before anything else, you need to create a business plan that describes how to start your own janitorial cleaning business in your neighborhood. You need to conduct marketing research and planning as well to make your business grow more prominent in the long run.

You need to think and decide on the rates that you will charge to your clients. You can base it by the time you spend to compete for your task to your client like you can cost \$20 to \$50 per hour before taxes and expenses.

Think of the services that you can provide to your clients. Make sure to itemize the exact services that you will offer your clients. It is best to do a little survey to know the services that businesses and facilities need. In charging per hour, it can

make clients comfortable and can ask you to do more tasks, so you need to be clear to your clients that these are just the services that you provide and you provide services for an individual price. So, it is better to charge a flat fee for the particular service you provide.

Of course, to gain clients, you need to advertise your business. Post flyers on notice boards. Create business cards and hand them out to all the people you meet each day. These are few of the ways that you can advertise your business.

You can start your janitorial cleaning service very small, and with hard work and determination, you can grow and be famous in time. Always provide quality works to make your clients happy and satisfied.

Let's Get Started!

JANITORIAL CLEANING SERVICE

Getting Started

A janitorial cleaning service is one of the best businesses for a hardworking, blue-collar person to start from scratch. Every business and every building needs to be cleaned once in a while in some cases, many times each day.

With the overhead involved with hiring employees to provide janitorial services, it is convenient for a company to outsource to a commercial janitorial service provider.



This is where you step in!

If you are reading this, you are probably looking for advice on how to start a janitorial service. Hopefully, the following information and advice will get you moving in the right direction.

Start-Up Costs And Financing Sources

\$500 and up

It is possible to get started with almost no investment, but you will be in a much better position if you have a few hundred dollars of necessary equipment available. Equipment for a full-scale commercial janitorial service may run many thousands of dollars.

Writing a sound business plan describing how to start a janitorial service in your area including detailed market research and plans for future growth may help you to secure some of your initial funding from venture capitalists or angel investors.

Pricing Guidelines For Service

Base your time at \$20 to \$50 per hour (before taxes and expenses) and price your services according to the time you expect to spend on each task.

Itemize the exact services you intend to provide. Charging by the hour tends to make clients comfortable asking you to do more and more work for the same money. Be clear that you provide specific services for a certain price. By charging a flat fee, you will continually earn a better hourly rate as you improve and become more efficient.

Advertising And Marketing

Get listed in the yellow pages under all of the primary services you provide. It is more expensive than one comprehensive listing, but you can't expect all of your potential clients to look under "*Janitorial Services*" when they are looking for "*Window Cleaners*."

Face-to-face selling can go either way. Some managers and store owners like the endurance of this straightforward way of marketing, but others find it very annoying especially if they get a lot of people coming in and asking to wash the windows. Always obey "*No Soliciting*" signs.

Walk around town and identify businesses which look like they need your help. Send a professional-looking brochure to the general manager.

Essential Equipment

A janitorial cleaning service can start very small and build up as it grows more popular.

It is sometimes possible to start out by using the equipment of the client

companies, buying your equipment with that revenue.

Get a unique uniform, and individual does not mean outrageous! A costume looks much more professional than jeans, and it can provide a marketing service for you, as well.

When people recognize your janitorial cleaning service working at. The company down the street, it lends credibility to you when you approach them for a contract.

Much of the following equipment will become useful as your business expands:

Safety Equipment:

- ❖ Dust mask
- ❖ Safety goggles
- ❖ Heat resistant gloves
- ❖ Heat resistant apron
- ❖ Slip-resistant, steel toe shoes
- ❖ Hard hat

General Supplies:

- ❖ Dust mop, brooms, and dustpans
- ❖ Vacuum cleaner
- ❖ Window squeegee and buckets
- ❖ Wet mop and bucket
- ❖ Scrub brushes
- ❖ Towels, lots of towels
- ❖ Window cleaning solution
- ❖ Degreaser solution
- ❖ Carpet cleaning solution
- ❖ Plunger
- ❖ Drain "snake."
- ❖ Basic tool set: hammer, screwdrivers, wrenches, etc.
- ❖ Tape measure
- ❖ Utility knife and plenty of blades
- ❖ Tool belt

- ❖ Ladder
- ❖ 50-foot water hose
- ❖ Pressure washer
- ❖ Chainsaw
- ❖ Weed Whip
- ❖ A cargo van to carry it all

Income Potential

\$15,000 to \$60,000 per year, going solo.

There is a limit to the amount you can earn working alone. As you become more successful at negotiating with clients, you can eventually start hiring other people to do the work. The ultimate earning potential is unlimited.

Target Market

One of the most beautiful parts of janitorial services is that you don't have to look for new customers week after week.

After you secure a few accounts, you will have a relatively steady source of income that only changes infrequently.

Convenience stores, restaurants, grocery stores, strip malls, and office complexes are all great places to start looking.

Tips For Success

Always be professional and courteous. Everyone encounters stressful and undesirable working conditions once in a while.

It will carry you a long way if you can remain respectful and calm when dealing with these situations. Don't let your clients walk all over you, but don't let them walk out on you! Janitorial services are very repetitive from day to day. Keep a mindset of using your time more and more efficiently.

Go the extra mile. Do what you can to go above and beyond your clients' expectations. It translates to job security and a better reputation in the industry.

You should get your janitorial cleaning service bonded and insured. If you are not bonded and insured, your prospects for business are very limited.

Training, Skills Or Experience Needed

The best training is to have worked as a janitor for some time, so you know what you're getting into. It is not easy work.

No matter how much you already know, you are sure to find new information that will help you to be more successful.

Duties Of Janitorial Cleaning Services

Keeping the offices clean for the other employees, which can include vacuuming the carpets, collecting the trash and properly disposing of it. Dust the desks and wipe the computer screens and keyboard.

You will also have to make sure that all the restrooms are cleaned, that there is a supply of essentials like toilet paper and liquid soap in the dispensers. If there is an automatic air freshener, you have to make sure that it is filled. You have to clean the sinks, wipe down the walls, mop the floors, and clean the toilets. You will also have to clean the mirrors

In more significant businesses and offices, the janitorial services may be responsible for ordering cleaning supplies so the janitor will have to keep an inventory of what is on the premise, so they do not run out.

If there are cubicles with windows, it will be your responsibility to make sure that these are cleaned. You may have to clean the carpets once a month using a steam cleaner, but it depends on the business.

Following the correct procedures for handling chemical cleaners and how to mix them correctly, so you do not damage floors and fixtures.

Making sure that all doors are locked when you are in the building and letting no one in, and in some buildings, there may be a guard where you will have to sign in and out.

If you work during the day you may have to remove snow from the parking areas, driveways, and sidewalks using snow shovels, snow blowers, and snow plows plus spreading chemicals to help prevent the areas from freezing and icing over.

You may also have to trim and mow lawns, and shrubbery and pick up debris from the grounds and parking lot.

CHECKLIST FOR STARTING YOUR JANITORIAL CLEANING BUSINESS

So you've decided you're ready to take the plunge and start your own janitorial cleaning business. You can succeed and have a profitable cleaning business if you take the time to plan out your business strategy before signing that first client.



The first step is to prepare a business plan. It does not have to be a long document, but should be relatively comprehensive and address the following points:

- ❖ The company name, address, phone number, owners/corporate officers and statement of purpose.
- ❖ Description of the business, products and services you intend to sell.
- ❖ The legal structure, business management, employees, support personnel, insurance and financial considerations.
- ❖ A look at your competition and your marketing plan.
- ❖ A three to five-year financial plan with documentation including a cash flow worksheet, balance sheet, and income statement. Put together a support

team including an accountant, attorney, and insurance agent. If you are not comfortable doing bookwork and administrative tasks you might want to also look for a part-time bookkeeper or virtual assistant who can help with these duties.

Another start up tasks includes:

After deciding on your business name do a trademark search and assumed name search to make sure the name is available. Most states have websites that allow you to do an online search.

Decide if you are going to work out of your home or lease office space.

Apply for any necessary licenses, get your federal tax ID and file assumed name.

Contact your local small business center and get a copy of your state's small business startup guide.

Each state has their requirements and will have fact sheets or guidebooks that will indicate if there are specific licenses, permits or forms you need to file before starting your business.

- ❖ Open bank accounts in the business name.
- ❖ Obtain the appropriate insurances.
- ❖ If necessary, secure financing.
- ❖ Set up a system for accounting and payroll.
- ❖ Obtain business tools, computer, fax machine, and office supplies.
- ❖ Purchase cleaning equipment and supplies.
- ❖ Obtain a logo.
- ❖ Order or create your business stationary business cards, letterhead, and brochures.
- ❖ Have signage created.
- ❖ Create an operation and employee manual.
- ❖ Hire employees.
- ❖ Set a start date.
- ❖ Send out press releases.
- ❖ Join trade associations, the local chamber of commerce and local networking groups.

- ❖ Check on domain names and develop a website.

Begin marketing your business. Your business plan includes a marketing plan to use this as your guide. Your initial marketing may consist of direct mail pieces, ads in the local paper or radio, and perhaps a banner ad on a complimentary website. Think about developing alliances with other local businesses.

Make sure that everyone you know realizes that you have a new business. Send out postcards or letters announcing your new business to friends, family and business acquaintances.



Have realistic goals for the first year of your business. Do not expect that clients will come knocking at your door.

You have to convince prospective clients that you provide the services they need at an acceptable price. Once you have a few clients on board, get testimonials from them that you can use to convince other prospective clients that they need your services.

Clean Up The Competition

Are you on the lookout for a home based business opportunity? If you are a person who doesn't mind getting unclean, to perform a task splendidly, then a cleaning service venture could be the perfect opportunity for you. In addition to business organizations, lately, more and more homeowners also rely on cleaning services to clean up their homes.

It is mainly due to the fast-paced life in the present era. In many households usually both the spouses have a full-time job which leaves them little or no time and effort to look into house maintenance. So it is the standard trend now to rely on cleaning services to carry out these mundane tasks.

Before commencing your home-based cleaning service, you should ensure that you have the determination and dedication to make this venture into success as well as the enthusiasm to satisfy the customers. A cleaning service involves a lot of hard physical work.

Making confident that you can carry out these types of tasks effectively will ensure success in your venture. Being honest, punctual, reliable and organized would enable you to win the confidence and favor of your clients quickly.

In addition to this, you should also have some necessary business skills in order to handle administrative work in your venture as well as build relationships with your clients and employees.

A cleaning service can be carried out as a part-time or a full-time venture. This decision would solely depend on the time and effort you have to commit to your enterprise. As specified earlier there are mainly two types of market segments for this venture, the consumer arena, and the commercial arena.

The consumer market segment primarily consists of maid services along with other types of cleaning services which are not required on a regular basis such as carpet cleaning and window cleaning. The commercial market segment mainly relies on janitorial services. Janitorial services include a full range of services than what maid services offer. Depending on your capabilities you should select to which market segment you would cater to.

The next element to consider is whether you would carry out your venture as a

franchise or an independent operator. While the franchisor would assist and support you to get established as well as market your services, in the long run, you would find being a franchise a disadvantage due to the royalty fees you are expected to pay.

Running Your Venture

By running your venture as an independent operator, you would have more freedom. But due to the fact of not having any support or previous experience you would have to rely on the 'trial and error' method to determine everything.

It is highly recommended that you research every aspect of the business before running an independent operation to ensure that you start on the right track.

There are many types of cleaning businesses to choose from. Maid service is an excellent and easy to set up home business venture which you can carry out by yourself or by employing a service team.

There is an increased demand for residential based maid services because of the time saving it provides for the homeowners.

Janitorial services mainly focus on cleaning business premises such as offices, restaurants, hospitals, etc. Janitorial services also cover more tasks than which are offered by maid services.

Furthermore, while maid services are required during regular business hours, janitorial services are usually demanded after or before business hours.

Another type of cleaning service is carpet and upholstery cleaning. This type of service is demanded by homeowners as well as business owners who possess installed carpeting or upholstered furniture.

Carpet cleaning services can also offer other types of services. For example, they can also provide wall cleaning, spot and stain removal from upholstery, ceiling cleaning, etc.

FOR ENTREPRENEURS ONLY

In general, a janitorial cleaning business is meant for people who are already in a blue collar job and are interested in starting off with their personal business but don't have enough amount to invest. In recent times, you will find more and more people eyeing into this career path.



If you too fall into this group and want to start a janitorial business then make sure to pay heed to the suggestions included below:

Your first step involves in determining the name of your business. Once you have done with that make sure to get it registered.

After the completion of the first step, you need to contact your city hall or Local County then to get hold of the business licenses and registrations. Make sure to take into consideration the startup cost as well.

That's true if you want to start a janitorial business then considering your startup expenses is of utmost importance. You may also start off on a part-time basis with minimum equipment.

Your income potential should also be taken into consideration.

If you are interested in going for the work from home concept, then make sure you contact the zoning guidelines that govern your residential area. It will help you to know whether you will be permitted to start off your business from the comforts of your home or not.

- ❖ Make sure you take up the right steps from the very beginning as this approach is sure to take to the next level of success
- ❖ If you start a janitorial business from the comforts of your home, then it will help you in some ways like...
- ❖ It will help you to keep your expenses low till you succeed in establishing some customer base and accounts
- ❖ It will help you to provide lower prices as a section of your primary business strategy
- ❖ It will help you to work on flexible timings thereby allowing you greater freedom
- ❖ It will help you enhance your number of hours of operation

Once you start a janitorial business and establish yourself as a successful janitor, you can take space on lease or rent. This isn't all; you need to also get hold of some equipment like a Dust mask, Hardhat, Heat resistant Gloves, Safety goggles, and Heat resistant Apron and slip resistant, steel toe shoes. Janitorial services comprise of the cleaning of the commercial buildings like hospitals, schools, businesses, warehouses, retail stores, parking lots, manufacturing facilities and much more.

Dirt Is Your Best Friend

Dirt, grease, grime... most of us that see that say "Yuck!". But if you are starting a janitorial business, you are glad to see that filth because when you see them, you see the money.

Entrepreneur magazine says that one of the most accessible new businesses to start up is a janitorial cleaning service. The cost to get one started is low, financing for the startup is not that hard to come by and new customers are out there looking and waiting for a reliable service.

The commercial cleaning and janitorial service business is a ninety-four billion business, and that number will continue to rise as new businesses open up and

inflation causes the pricing to go up as well. It is also estimated that 83% of janitorial services are owned privately and employ less than five people making it the perfect small business opportunity.

Finding Janitorial Bidding Software To Help You Prepare Professional Bids

Why Consider A Bidding Program?

Perhaps you've wondered from time to time, how did I lose that janitorial bid or home cleaning services contract bid? Have you ever won a janitorial contract, only to find out that you severely underbid the deal, and you find yourself working that large and time-consuming account with a smaller net profit than you earn from many of your smaller cleaning accounts in your portfolio?

Well if you haven't already considered looking for some cost-efficient janitorial bidding software, perhaps it's time to think including a cost-effective bidding program as part of your toolkit.

Searching On The Internet

Searching the web for affordable cleaning services software, or janitorial software, which has janitorial contract bidding and sample janitorial proposal features, can be confusing.

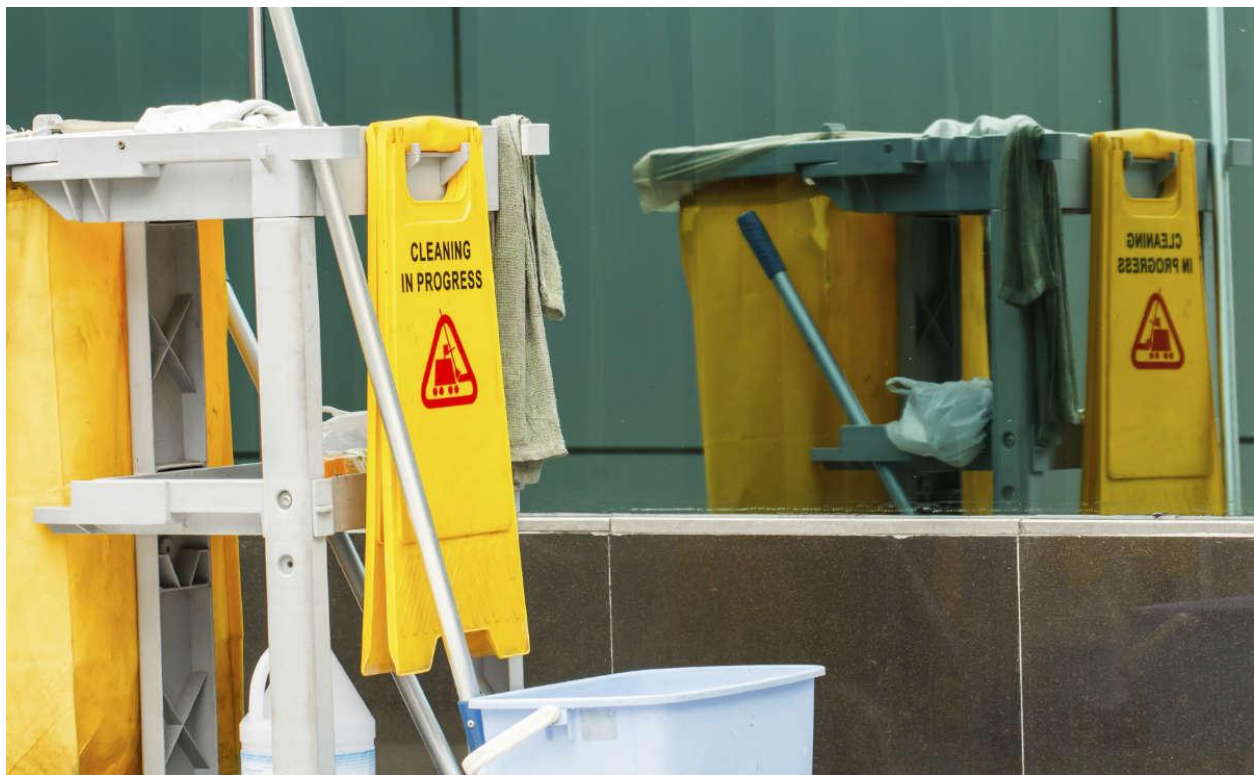
It is important to realize, that if you search for cleaning services software and janitorial software, as search terms, you will find results for sites whose products are designed primarily to help you determine employee workloads, schedule and track employees, and in some cases, allow you to manage supplies for each account you have. However, often these sites do not provide products dedicated to these two key features (i.e., dedicated to janitorial or cleaning services bidding and contract proposals.)

Be sure to include bid software or bidding software in your search phrase, along with the words janitorial, or cleaning, in the search phrase, that you search for. It will help you narrow your search for the proper cleaning contract software that does include these two key bidding features.

Software Features To Look For

First, look for software that is easy to use. Usually, this will be simple spreadsheet software or more automated query-database programs. The spreadsheet program will provide you more flexibility, in tailoring janitorial and home cleaning bids to your business, but may require slightly more initial set-up.

Remember, once most of your bidding data has been entered correctly for the first cleaning contract bid that you use the software for, much of the work is done, and copies the program files, can be saved and reused for bidding on new cleaning services contracts, by making a few critical adjustments to the figures in your spreadsheets.



Although it is often a little less automated, spreadsheet bidding programs are usually much less expensive than other programs. To find cleaning services bidding spreadsheet-based programs, try searching for the phrase, janitorial spreadsheet software.

Make sure that the software site you land on provides a clear description and examples of the screen displays or spreadsheets that are used in the program. It will help you better understand how you might use the program, and what type of a learning curve you may be in for. Remember, most vendors will tell you that

their software is easy to use. It is because they developed it, and as with numerous products that are sold every day, such claims help to market the product. Excel-based spreadsheet programs have one distinct advantage over other bidding programs, in that anyone who has necessary Microsoft Excel skills, can learn it quickly.



Also, if you're not proficient at entering data into Excel, its most likely that someone you know is, and they may be able to help you get started quickly. As always, remember to save, and back-up your files.

Second, it's a good idea to ensure that the program you are considering has the following features or capabilities:

- ❖ Capable of making custom janitorial bids, prepared with detail and precision.
- ❖ Spreadsheets or program account files can be saved and modified at a later date.
- ❖ Capabilities for the inclusion of overhead data into your bid.
- ❖ Capabilities for the inclusion of janitorial supplies cost data into your bid.
- ❖ Capabilities for the inclusion of workloads for various cleaning tasks into your bid.

- ❖ Capabilities for including production rates for cleaning tasks, over a full range of cleaning areas (i.e., sq. ft.) into your bid.
- ❖ Includes a custom bid summary sheet for each customer or account.
- ❖ Provides an editable sample janitorial proposal template, with the bidding program.
- ❖ Provides charts/ tables, to help you find the correct production rate or workload factors.

Home cleaning or janitorial bidding software that contains these features will provide you with the most flexibility, in preparing precise residential and commercial cleaning bids.

Cost

If you are a significant commercial cleaning concern looking for an active bidding program, and you don't have employee scheduling and tracking software already, you may be best served by selecting a commercial cleaning services software package, that includes all of these features, i.e., employee scheduling and tracking, as well as bidding capabilities and janitorial contract proposal samples or templates. These combined packages run hundreds of dollars to start, but may offer you the flexibility and control you need to manage large numbers of employees and accounts, and prepare new janitorial bids, all from one program.

A more cost driven alternative would be to shop for a more moderately priced employee scheduling and tracking program, and then select a cost-effective janitorial contract bidding software, separately. Reliable spreadsheet-based programs can be bought online for a fraction of more comprehensive janitorial software packages.

If you are a solo or small commercial janitorial service, or residential cleaning service, you may not need employee scheduling, tracking, and supply allocation features. However, in order to stay competitive and to ensure that you minimize the risk of incorrectly under or overbidding for a cleaning services contract, you should consider investing in cost-effective Cleaning services bidding program, to help you prepare more precise bids for small, medium, and large cleaning contracts you wish to bid on in the future.

FINAL REMARKS

Starting your own cleaning business is a path you must be patient with, but can be extremely rewarding and profitable. Taking the time to plan, organize and understand your competition will help you to become aware of how your cleaning business can best serve the needs of businesses in the area.

Taking the time to do things right before getting the first client on board will help to make sure your business is thriving.

Now comes the tough part, acquiring your first customer. You have to spread the word around about your new cleaning business. Tell your friends, place ads in classifieds, issue leaflets. You can even start a promotional scheme for providing free primary cleaning for a limited period.

It could be days before you get a client. Don't give up. Initially, you have to focus and spend both time and money to acquire new clients. With the quality of your service and business skills, you can retain most of them for repeat business.

For sure shot success in starting up a cleaning business, start small, get a foothold, establish your base, build your clientele and then expand.

By inputting your best effort, you can build up a hugely profitable business that will generate a good income very quickly.

Thank You Once Again For Downloading This Fantastic Guide!