

Cleaning Business Launch Checklist

The 10 steps, with the official link for each. From TheLaunchSheet.com · checked 2026-10-19

1. Decide what you'll clean and for whom

Homes, move-outs, offices or rentals. It changes pricing, insurance and sometimes sales tax.

2. Choose a business structure

Sole proprietor or LLC are the usual starts.

<https://www.sba.gov/business-guide/launch-your-business/choose-business-structure>

3. Pick a name and register it

Most states require a DBA if you use a name that isn't your own.

<https://www.sba.gov/business-guide/launch-your-business/apply-licenses-permits>

4. Get a free EIN

Free from the IRS, online, immediately if approved. Never pay a website for it.

<https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>

5. Licenses, permits, sales tax

State, county and city. Some states tax cleaning (Texas taxes homes and offices).

<https://www.thelaunchsheet.com/cleaning-business/license/>

6. Insurance

Start with general liability; buy what's legally required first.

<https://www.sba.gov/business-guide/launch-your-business/get-business-insurance>

7. Set your prices from your costs

Time × pay + 15.3% SE tax on 92.35% of net + supplies + miles + overhead + buffer.

<https://www.thelaunchsheet.com/cleaning-business/pricing/>

8. Use a written agreement

Scope, payment, cancellations, keys, pets, damage.

<https://www.thelaunchsheet.com/cleaning-business/contract-template/>

9. Supplies and safety

Buy for your service list. If you hire, read OSHA's hazard communication guide.

<https://www.osha.gov/sites/default/files/publications/OSHA3695.pdf>

10. Keep records from day one

Log business miles (IRS 2026: 76¢/mile from July 1; 72.5¢ before) and set money aside for taxes.

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Write these down for your business: price per clean · cost per clean · cleans per month to break even · miles per job · % set aside for tax

Room-by-Room Cleaning Checklist

Client: _____ Date: _____ Cleaner: _____

Kitchen

- ☐ Countertops and backsplash wiped
- ☐ Sink and faucet scrubbed and shined
- ☐ Stovetop and knobs cleaned
- ☐ Microwave inside and out
- ☐ Appliance fronts and handles
- ☐ Cabinet fronts spot-cleaned
- ☐ Table and chairs wiped
- ☐ Trash emptied, new liner

Bedrooms

- ☐ Beds made (linens changed if agreed)
- ☐ Surfaces dusted
- ☐ Mirrors and glass
- ☐ Trash emptied

Floors

- ☐ Vacuumed, including edges
- ☐ Hard floors mopped
- ☐ Rugs vacuumed
- ☐ Under furniture where reachable

Bathrooms

- ☐ Toilet inside, outside and base
- ☐ Shower and tub scrubbed
- ☐ Sink, counter and faucet
- ☐ Mirrors streak-free
- ☐ Towels straightened or replaced
- ☐ Trash emptied

Living areas

- ☐ Surfaces and shelves dusted
- ☐ Cushions straightened
- ☐ Glass and screens wiped (dry cloth for screens)
- ☐ Light switches and door handles

Finish

- ☐ Walkthrough with this list
- ☐ Lights off, doors and windows as found
- ☐ Note anything broken or unusual for the client
- ☐ Lock up and secure keys

Notes for the client:
