



# Cleansolution

## In-House Cleaning Costs vs. Contracting

When evaluating your in-house operation, please consider the costs:

### LABOR COSTS

	Cost Monthly	Cost Annually
Day Custodians		
Day Managers		
Night Custodians		
Night Managers		
Carpet Cleaners		
Floor Scrubbers & Finishers		
Window Cleaners		
Hard Floor Technicians		
Project Cleaners		
Utility Workers		
Equipment Repair/Supply Technicians		
Overtime Premium		
Other		
Other		
Other		
SUBTOTAL		



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## In-House Cleaning Costs vs. Contracting (continued)

### FRINGE BENEFITS

	Cost Monthly	Cost Annually
Holidays		
Vacations		
Sick Leave		
Funeral Leave		
Jury Duty		
Hospitalization		
Pension		
401K		
Medical		
Dental		
Vision		
Prescription		
Bonuses		
Other		
Other		
Other		
SUBTOTAL		



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## **In-House Cleaning Costs vs. Contracting (continued)**

### **EQUIPMENT**

	<b>Cost Monthly</b>	<b>Cost Annually</b>
<b>Scrubbing Machines</b>		
<b>Buckets and Wringers</b>		
<b>Burnishers</b>		
<b>Carpet Cleaning Equipment</b>		
<b>Vacuums – Dry</b>		
<b>Vacuums – Wet</b>		
<b>Extractors</b>		
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b>SUBTOTAL</b>		



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## In-House Cleaning Costs vs. Contracting (continued)

### CLEANING MATERIALS

	Cost Monthly	Cost Annually
<b>Carpet Maintenance Chemicals</b>		
<b>Deodorants</b>		
<b>Detergents</b>		
<b>Disinfectants</b>		
<b>Sealers and Finishes</b>		
<b>Mops-Dust</b>		
<b>Mops-Wet</b>		
<b>Trash Carts</b>		
<b>Cleaning Cloths</b>		
<b>Aerosol Cleaners/Polishers</b>		
<b>Dusters</b>		
<b>Strippers</b>		
<b>Safety Equipment</b>		
<b>Uniforms</b>		
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b>SUBTOTAL</b>		



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## In-House Cleaning Costs vs. Contracting (continued)

### EXPENDABLE SUPPLIES

	Cost Monthly	Cost Annually
<b>Paper Towels</b>		
<b>Soap</b>		
<b>Toilet Tissue</b>		
<b>Air Fresheners</b>		
<b>Plastic Liners</b>		
<b>Personal Hygiene Products</b>		
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b>SUBTOTAL</b>		



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## In-House Cleaning Costs vs. Contracting (continued)

### TAXES

	Cost Monthly	Cost Annually
<b>FICA (CPP)</b>		
<b>Unemployment-Federal</b>		
<b>Unemployment-State</b>		
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b>SUBTOTAL</b>		



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## In-House Cleaning Costs vs. Contracting (continued)

### INSURANCE

	Cost Monthly	Cost Annually
<b>Commercial Auto</b>		
<b>Commercial Liability</b>		
<b>Commercial Crime</b>		
<b>Fidelity Bond</b>		
<b>Commercial Property</b>		
<b>Janitorial Equipment &amp; Supplies Floater</b>		
<b>Commercial Umbrella</b>		
<b>Workers Compensation</b>		
<b>Lost Key Liability</b>		
<b>Employee Benefits Liability</b>		
<b>Other</b>		
<b>Other</b>		
<b>Other</b>		
<b>SUBTOTAL</b>		



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## In-House Cleaning Costs vs. Contracting (continued)

### GENERAL AND ADMINISTRATIVE

	Cost Monthly	Cost Annually
Accounting		
Depreciation		
Interest		
Labor Relations		
Management Time		
Payroll		
Purchasing		
Training		
Vehicles		
Miscellaneous Costs		
OSHA Compliance		
Right to Know		
Wrongful Discharge		
Sexual Harassment		
EEOC		
Safety		
Training		
Quality Management		
Other		
Other		
Other		
SUBTOTAL		





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## In-House Cleaning Costs vs. Contracting (continued)

### TOTAL COST COMPARISON

Insert Subtotals from previous worksheets below:

	Cost Monthly	Cost Annually
LABOR		
FRINGE BENEFITS		
EQUIPMENT		
CLEANING MATERIALS		
EXPENDABLE SUPPLIES		
TAXES		
INSURANCE		
GENERAL AND ADMINISTRATIVE		
<b>TOTAL</b>		

**This total may be very surprising. Major repairs, equipment maintenance and the utilities are visible and lend themselves to good cost control. Cleaning, however, is a facility maintenance cost that frequently contains many extras that stay hidden until they have already eaten into the balance sheet.**



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**Contact Us today:**

**[www.cleansolutionllc.com/contact-us/](http://www.cleansolutionllc.com/contact-us/)**

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