The 15-Minute Back-Office Checklist

For cleaning company owners who'd rather clean than chase paperwork. Print it, keep it by your desk, check the boxes.

Every day (about 15 minutes)

- ☐ Check your bank balance and yesterday's deposits. *Know your cash before you spend it.*
- ☐ Confirm today's schedule: every job assigned, every crew confirmed, access notes ready.
- ☐ Invoice every finished job within one day. *Faster invoices usually mean faster payment.*
- ☐ Answer every new lead the same day, and write down where each one came from.
- ☐ Record crew hours, including drive time between jobs. Flag anyone heading past 40 hours.
- ☐ Photograph every receipt (supplies, gas, equipment) and label it.
- ☐ Log complaints and compliments; act on complaints today.
- ☐ Check supplies for tomorrow's jobs.

Every week (about 30 minutes)

- ☐ Match your bank and card transactions to your books.
- ☐ Review who owes you money. Call anyone 14+ days late.
- ☐ Check payroll hours against the schedule before you approve payroll.
- ☐ Count leads: how many came in, how many booked, and from where.
- ☐ Ask 1–2 happy customers for a review.
- ☐ Follow up with one-time customers about a recurring schedule.

Every month

- ☐ Close the month: run your Profit & Loss.
- ☐ Check labor cost as a % of revenue.
- ☐ Find your least profitable customer or contract. Reprice it or fix it.
- ☐ Confirm every payroll tax deposit was made on your IRS schedule (monthly or semiweekly).
- ☐ Ask your CPA whether your services owe sales tax where you work, and file if so.

Every quarter

- ☐ File Form 941 (unless the IRS told you to file the annual 944) and your state unemployment wage report.
- ☐ Pay federal and state estimated taxes if you owe them (individuals: Apr 15, Jun 15, Sep 15, Jan 15; corporations: ask your CPA).
- ☐ Review insurance and workers' comp coverage.

Every January

- ☐ By January 31 (next business day if it falls on a weekend): W-2s to employees and the SSA; 1099-NECs to contractors and the IRS (for 2026 payments, required at $2,000+ instead of $600); file Form 940.
- ☐ Set this year's prices with last year's real costs in hand.
- ☐ Book a planning session with your CPA.

Before anyone's first job

- ☐ Decide employee or contractor. Contractors: get a W-9. Employees: W-4 and I-9 (by day 3), then report the hire to your state (Tennessee: within 20 days, plus E-Verify or ID copies under the TN Lawful Employment Act).

Built by an owner who learned the hard way. I ran a maid service in Memphis starting in 2017, and the back office is what hurt. This is the list I wish I'd had.

Want this done for you? Book a free 15-minute back-office walkthrough at peniculus9corp.com

Peniculus 9 Corp · Memphis, Tennessee · Bookkeeping, payroll, taxes and scheduling for cleaning companies

General information only, current as of November 2026; not tax, legal or accounting advice. Rules vary by state and business; confirm yours with a licensed tax professional.