

# WEBINAR: How to Operate a Janitorial Business



## Overview

The Janitorial Services business is a stable cash cow if you know how to operate it efficiently. The webinar will serve as a highly practical guide to enable you to have a great chance of success in this business.

## Objectives

- To know the registration process and government requirements and work standards for a janitorial service company
- To have a basic idea of the operations
- To learn effective marketing strategies for the business
- To learn how to cost and price your services

## Who Should Participate

- Those who want to start their own janitorial services company

## Key Topics

- I. Business Registration
  - Single Proprietorship
  - Corporation
- II. Employment Requirements
- III. Steps in Janitorial Recruitment
- IV. Marketing Strategies
- V. Billing and Collection Practices
- VI. Government Remittances- (Employer - Employee Share)
  - SSS, ECC, Phil Health, Pag-ibig Contributions
- VI. Topics to Consider on Janitorial Services
  - Health and Safety Awareness
  - Housekeeping Work Standards
  - Different Types of Flooring
  - Standard Cleaning Supplies and Materials
  - Basic Tools and Equipment
  - How to Establish Building Cleaning Program
  - Effective Housekeeping Analysis and Techniques
  - Housekeeping Hygienic Restroom Program
- VIII. Computation on Days Worked
  - Five (5) days a week work / Six (6) days a week work
- IX. Cost Breakdown Presentation
  - Payable to Employee
  - Payable to Government
  - Due to Janitorial Agency
  - Payment to BIR
- X. Question and Answer

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Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)

## Duration

- 3 hours

## Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

## Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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