

Management Control Tools

Here's an outline of the basic management tools that need to be in place to operate a successful cleaning department or business:

1. Employee Assignment Schedules
2. Policies
3. Procedures
4. Quality Control Guidelines
5. Schedules
 - a. Daily and Routine Tasks
 - b. Periodic Tasks
 - i. Hard Floors
 - ii. Carpets
 - iii. Specialty and Project work
6. Blueprints, Evacuation Maps, Floor layouts (11 x 17)
7. Short Staffing Plans
 - a. Short Term
 - b. Long Term
 - c. Task and Area priorities for each individual assigned
8. Budget
 - a. Supplies
 - b. Labor