Cleaning company records: houses, offices, crew and van

Start a new copy each January. Fill in the contractor cleaners group, the employee cleaners group, or both if your crew is mixed.

Client or engagement

Houses, offices, turnovers and tips

- [ ] Forms 1099-NEC from offices, building managers and rental hosts
  Turnover and janitorial contracts, one form per client
- [ ] Form 1099-K for tap-to-pay cleans
  Your processor reports every card clean, however small the year
- [ ] Booking or invoice report
  Every clean billed, January to December
- [ ] House client payment log
  Client, date and amount for cash and app payments
- [ ] Tip log
  Date, client, amount; holiday envelopes too
- [ ] Business bank statements
  Each month, matched to the payment log

Chemicals, cloths and machines

- [ ] Cleaning supply receipts
  Chemicals, microfiber, gloves, bags, mop heads
- [ ] Warehouse store receipts split from groceries
  Business lines marked
- [ ] Vacuum, steamer, extractor and pressure washer invoices
  With the first clean each one was used on
- [ ] Laundromat receipts for cloths and mop heads
  All months
- [ ] Logo shirts or aprons
  Branded uniforms only

Van and the route between homes

- [ ] Daily route log
  Home office, each client home in order, miles; before and after July 1, 2026

- [ ] Condo and office parking and tolls
  Receipts from client sites
- [ ] Cleaning van title, lease or loan papers
  December loan statement showing interest
- [ ] Van wrap or door sign invoice
  If bought in the year

Contractor cleaners

- [ ] Form W-9 from each contractor cleaner
  Signed before her first clean
- [ ] Signed agreement with each cleaner
  Who sets the schedule and who brings the chemicals
- [ ] Per-home pay sheets or her invoices
  Every payment in the year
- [ ] The 1099-NEC copies you issued to cleaners
  And the IRS filing confirmation

Employee cleaners

- [ ] Withholding form and I-9 for every employee cleaner
  I-9 on the 01/20/25 edition; kept three years from hire or one after she leaves
- [ ] Room-by-room checklists you hand out
  Shows how the work is directed
- [ ] Payroll register and quarterly Forms 941
  All four quarters
- [ ] Year-end payroll set: W-2s, W-3, Form 940
  Each cleaner's W-2 lists reported tips (code TP) and occupation 407 from 2026
- [ ] State unemployment wage reports
  One per quarter you had cleaners on payroll

Bond, cover and overhead

- [ ] Janitorial bond, liability, workers' comp and van insurance bills
  What you paid this year for each policy
- [ ] Business license, permits and franchise fees
  Receipts and renewal notices
- [ ] Scheduling software, card fees, phone and lead service bills
  Monthly charges for the year
- [ ] Background checks and lockbox costs
  Per cleaner or per client

- [ ] Proof of each estimated payment, plus the prior-year return
  Confirmation numbers; last year's 1040 with all schedules