Checklist:
Setting up a cleaning company in Switzerland – from the idea through to the first order

Setting up your own cleaning company means more than just doing a good cleaning job. This checklist gives you an overview of the most important decisions and administrative steps – from the business idea to starting your company.

Develop your business idea

The clearer your offer, the easier it is to calculate prices, address customers and plan the next steps.

- [ ] Decide which cleaning services you would like to offer
  (e.g. maintenance, office cleaning, move-out cleaning or window cleaning)
- [ ] Define your target group (private customers, companies or property management)
- [ ] Choose the region in which you want to operate
- [ ] Define USP (unique selling proposition): what differentiates your offering from the competition?
- [ ] Check demand and competition in your region

Select the appropriate legal form

The legal form affects liability, startup costs and administrative costs, among other things.

- [ ] Compare legal forms
- [ ] Select the appropriate legal form
- [ ] Define company name
- [ ] Check whether a commercial register entry is required or useful

Plan costs and financing

Calculate not only the start-up costs, but also the ongoing expenses of your future company.
Realistic planning later makes pricing easier and avoids liquidity bottlenecks.

- [ ] Create a budget for cleaning materials and work devices
- [ ] Check vehicle requirements and transport costs
- [ ] Note ongoing costs (insurance, OASI, telephone, accounting, marketing, etc.)
- [ ] Calculate prices and hourly rates Clarify
- [ ] Check financing requirements

Organize insurance

Appropriate insurance coverage protects your company and reduces financial risks.

- [ ] Clarify social insurance
- [ ] Check business liability insurance
- [ ] Check personal pension
- [ ] Assess additional insurance (e.g. daily allowance, legal protection, vehicle insurance)
- [ ] For employees: check whether the collective employment contract (CEC) for the cleaning sector applies

Complete administrative tasks

Before the first order, all the administrative foundations should be in place.

- [ ] Register with the relevant OASI compensation office
- [ ] Check tax obligations
- [ ] Organize accounting
- [ ] Prepare offer and invoice templates

Prepare for business operations

Now it's a matter of getting your company up and running for the first orders.

- [ ] Buy cleaning materials and work clothing
- [ ] Prepare vehicle
- [ ] Open a business account
- [ ] Set up payment transactions
- [ ] Set up work processes for orders

Ready for your first order?

Before you start, check whether all the important points have been completed.

- [ ] Offers and prices are fixed
- [ ] Insurance policies have been concluded
- [ ] OASI registration has been completed
- [ ] Business account has been set up
- [ ] Material and equipment are complete
- [ ] Offer and invoice templates are ready
- [ ] The first order can go ahead!

Useful documents

To help you successfully found your company, PostFinance provides the following information and services:

- Comparison of legal forms
- Costs of setting up a company
- Insurance when setting up a company
- PostFinance startup package for new company founders and startups
- Support for setting up a company from the Institut für Jungunternehmen (IFJ)

Note: this checklist is intended as a guide and is not a substitute for individual legal advice.

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