

# 1<sup>st</sup> STOP CHECKLIST: JANITORIAL & BUILDING MAINTENANCE SERVICES

Janitorial and building maintenance services include housekeeping, office and building cleaning, window cleaning, floor waxing, lighting maintenance, etc. **BUILDING REPAIRS ARE NOT JANITORIAL AND BUILDING MAINTENANCE SERVICES.**

## REQUIREMENTS & REGULATIONS

- [] If you sell cleaning supplies, equipment or other items, you will need a **VENDOR'S LICENSE** from the **OHIO DEPARTMENT OF TAXATION** .If you have questions about vendor's licenses, contact them at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
  
- [] If you will be working with hazardous or dangerous materials (such as blood or chemicals), contact the **Ohio Department of Commerce's Bureau of Occupational Safety and Health** for information about maintaining a safe work environment. They can be reached at **(800) 282-1425 or (614) 644-2631**. Information is also available on-line at [www.com.ohio.gov](http://www.com.ohio.gov) . *\*Remember to check local government agencies\**
  
- [] **For information about hazardous and solid waste disposal, contact the Ohio Environmental Protection Agency (EPA)**. The Ohio EPA can be reached at **(614) 644-3020 for General Inquiries or (800) 329-7518 for the Compliance Assistance and Pollution Prevention**. Information is also on-line at [www.epa.state.oh.us](http://www.epa.state.oh.us). *\*Remember to check local government agencies\**

**For more help, contact your local Small Business Development Center (SBDC).**

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**