

Dry Cleaning Cost Reduction Checklist

Business Name: _____

Location: _____

Month / Year: _____

Owner / Manager: _____

Stores #: _____

1. Daily Operations Efficiency

- Turn off idle machines when not in use
- Run machines only with full loads
- Avoid re-cleaning garments (quality control check)
- Monitor water and energy usage daily
- Track daily orders vs labor hours

2. Utility Cost Reduction (Electricity, Water, Gas)

- Install energy-efficient machines (Energy Star if possible)
- Use LED lighting throughout the store
- Fix water leaks immediately
- Optimize boiler and steam usage
- Schedule heavy operations during off-peak hours
- Insulate pipes to reduce heat loss

👉 Goal: Reduce utilities by 10–20%

3. Labor Cost Optimization

- Schedule staff based on peak hours
- Avoid overstaffing during slow periods
- Cross-train employees (multi-task roles)
- Track productivity (orders per employee)
- Reduce overtime costs
- Use part-time staff during busy seasons

👉 Goal: Keep labor under 35–45% of revenue

4. Supplies & Chemical Cost Control

- Use correct amount of solvents and detergents
- Train staff to avoid chemical overuse
- Buy supplies in bulk for discounts
- Compare suppliers regularly
- Monitor inventory to avoid waste/expiry
- Use eco-friendly and reusable materials where possible

5. Equipment Maintenance & Efficiency

- Perform regular machine maintenance
- Clean filters and traps frequently
- Replace worn-out parts before breakdown
- Track repair costs vs replacement cost
- Upgrade old inefficient machines

👉 Preventive maintenance = lower long-term cost

6. Transportation & Delivery Cost Savings

- Optimize delivery routes (use route planning tools)
- Combine deliveries to reduce trips
- Maintain vehicles regularly for fuel efficiency
- Track fuel usage weekly
- Charge delivery fees where applicable

7. Reduce Financial & Transaction Fees

- Negotiate lower credit card processing fees
- Encourage cash or ACH payments
- Review bank charges regularly
- Avoid unnecessary subscriptions or software

8. Smart Marketing Spend

- Track ROI of every marketing channel
- Focus on high-performing ads only
- Use local SEO instead of expensive ads
- Encourage referrals (low-cost marketing)
- Use email/SMS marketing instead of paid ads

9. Rent & Fixed Cost Management

- Negotiate lease terms (if possible)
- Sublease unused space
- Compare insurance providers annually
- Review licenses and avoid unnecessary renewals

10. Monitor Key Cost Metrics (VERY IMPORTANT)

- Labor % of revenue
- Utilities % of revenue
- Cost per order
- Profit margin %

👉 Track monthly and compare trends

11. Reduce Waste & Losses

- Prevent garment damage (reduce refunds)
- Improve stain removal accuracy
- Track lost/damaged items
- Reduce packaging waste

12. Inventory Management

- Maintain optimal stock levels
- Avoid over-ordering
- Use FIFO (First In, First Out)
- Track shrinkage and losses

13. Increase Efficiency Instead of Just Cutting Costs

- Increase average ticket size (bundling)
- Focus on high-margin services
- Improve workflow speed
- Reduce turnaround time

👉 More efficiency = higher profit without cutting quality

BONUS: Monthly Cost Audit Checklist

Use this once per month:

- Did expenses increase this month? Why?
- Which category is highest cost?
- Can any cost be reduced next month?
- Are we within target profit margin (15–25%)?