

27 Ways

to Reduce Overhead

1. Change benefit packages (without reducing employee benefits).
2. Compare uniform and laundry services.
3. Hire a stay-at-home mom to perform your CSI services.
4. Hire someone in house to do payroll.
5. Shop around for a smaller accounting firm or a freelance accountant.
6. Replace incandescent bulbs with the new energy-saving fluorescent bulbs.
7. Turn off lights when not in use.
8. Shut off air compressors, etc., at night.
9. Reposition outdoor floodlights to cover larger areas, eliminating one or two.
10. Designate one or two nights a week for employees to work on their own vehicles to save electricity.
11. Equalize your power consumption since rates are figured by peak usage.
12. Examine the efficiency of your heating system and upgrade if necessary.
13. Examine placement of blowers and radiant heaters.
14. Insulate or add more insulation.
15. Have your techs install it.
16. Make your roof a lighter color if you're in a hot climate.
17. Make your roof a darker color if you're in a cool climate.
18. Compare local and long distance phone services.
19. Send faxes in the evening when rates are lower.
20. Compare jobbers.
21. Buy in bulk.
22. Try to get group pricing if you're an association member.
23. Offer a bonus to employees for a reduction in materials used.
24. Compare parts prices.
25. Designate in-house employees to maintain the grounds.
26. Keep some maintenance and repair tasks in house.
27. Have your employees paint the building during a slow period instead of contracting it out.