

Independent Cleaning Subcontractor Onboarding Checklist

Allora Cleaning operating example | Independent contractors only | No W-2 field cleaning employees.

Candidate and Eligibility Review

- Subcontractor legal/business name: _____ Service area: _____
- Verify at least 3 years of relevant professional cleaning experience.
- Review experience for the specific service type: janitorial, residential, post-construction, carpet, or other.
- Confirm access to their own reliable vehicle and ability to travel to assigned job sites.
- Confirm they supply their own cleaning equipment, tools, and supplies appropriate to the work.
- Check references, prior work examples, and availability for project-based assignments.

Required Onboarding Documents

- Subcontractor Application - completed and reviewed.
- Subcontractor Agreement - signed by both parties before assignment.
- IRS Form W-9 - completed and securely retained.
- Direct Deposit Form - completed with payment details verified.

Additional Business and Risk Checks

- Verify business license/registration where required for the subcontractor and service location.
- Collect proof of appropriate insurance where required by contract or company policy.
- Review site access, confidentiality, safety, property-damage reporting, and incident procedures.
- Confirm the subcontractor is responsible for its own vehicle, supplies, equipment, and applicable business expenses under the agreement.
- Confirm any licenses, certifications, or specialized equipment needed for assigned services.

Scope, Assignment, and Compensation

- Issue a written work order stating client/site, deliverables, scope, deadlines, and agreed compensation.
- Primary model: piecework - specify a fixed amount per job or completed scope and the acceptance criteria.
- If an hourly arrangement is used, Allora's stated rate is \$25 per hour; document the rate and authorized hours in writing.
- Explain how completed work is verified, deficiencies corrected, and approved invoices/time records submitted.
- Confirm payment frequency, direct-deposit process, and dispute/escalation contact.
- Confirm the subcontractor accepts the assignment and has the necessary equipment and supplies.

First Assignment and Quality Assurance

- Provide site-specific scope, access instructions, contact details, and applicable safety rules.
- Confirm the subcontractor understands deliverables, quality expectations, and reporting requirements.

- Inspect the first completed assignment using the Quality Control Inspection Checklist.
- Record any deficiencies, corrective actions, and the outcome of the first job.
- Approve the provider for future assignments only after successful quality review.

Approval Record

- Documents complete: Yes / No Experience verified: Yes / No
- Vehicle/equipment/supplies confirmed: Yes / No Insurance reviewed: Yes / No / N/A
- Approved service categories: _____
- Reviewer: _____ Approval date: _____

Important legal note: Using a 1099 form, contractor agreement, piecework pay, or contractor-owned equipment does not by itself establish independent-contractor status. Classification rules vary by jurisdiction, including restrictive California rules and potential exemptions with conditions. Obtain qualified employment-law advice before applying this model. Hourly rates and piecework arrangements must comply with applicable law.