



STQ Construction & Roofing

Instructions to Subcontractor

This checklist shall be completed by STQ Construction & Roofing before any subcontractor is authorized to mobilize, perform work, or receive payments on any project

GENERAL INFORMATION

Subcontractor Company: _____

Owner / Authorized Representative: _____

Trade(s): _____

Phone: _____

Email: _____

Business Address: _____

Federal Tax ID (EIN): _____

Project Territories: _____

Project Name: _____

Project Number: _____

STQ Project Manager: _____



REQUIRED CONTRACT DOCUMENTS

- ☐ Contractor/Subcontractor Agreement Signed
 - ☐ Payment Schedule Acknowledgement
 - ☐ Signature Authorization
 - ☐ Emergency Contact Form
 - ☐ Daily Safety Meeting Acknowledgement
 - ☐ Warranty Acknowledgement
 - ☐ Non-Circumvention & Confidentiality Acknowledgement
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INSURANCE REQUIREMENTS

- ☐ Certificate of Insurance (Current)
- ☐ Commercial General Liability Insurance

Minimum Limits:

- ☐ \$1,000,000 Each Occurrence
- ☐ \$2,000,000 General Aggregate
- ☐ STQ Construction & Roofing LLC listed as Additional Insured
- ☐ Commercial Automobile Liability Insurance (if applicable)
- ☐ Umbrella / Excess Liability (if required by project)

Policy Expiration Date: _____

Verified By: _____

Verification Date: _____



WORKERS' COMPENSATION

☐ Workers' Compensation Certificate

OR

☐ Valid Workers' Compensation Exemption

Expiration Date: _____

LICENSING

☐ State Contractor License (if applicable by trade)

License Number: _____

Expiration Date: _____

☐ Business Tax Receipt

Expiration Date: _____

TAX DOCUMENTATION

☐ Completed IRS Form W-9

TIN Verified:

☐ Yes

☐ No

BANKING INFORMATION

☐ Routing Number & Bank Name

☐ Account Number & Account Name



SAFETY REQUIREMENTS

- ☐ Safety Manual Received
 - ☐ OSHA Policy Acknowledged
 - ☐ PPE Requirements Acknowledged
 - ☐ Ladder Safety Policy
 - ☐ Fall Protection Policy
 - ☐ Drug-Free Workplace Policy
 - ☐ Customer Conduct Policy
 - ☐ Housekeeping Policy
 - ☐ Emergency Procedure Reviewed
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TRADE QUALIFICATIONS (IF APPLICABLE)

- ☐ Manufacturer Certifications (if applicable)
 - ☐ Trade Certification
 - ☐ Specialized Equipment Completed
 - ☐ OSHA Certifications (if applicable)
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PROJECT REQUIREMENTS

- ☐ Scope of Work Reviewed
- ☐ Project Schedule Reviewed
- ☐ Site Access Procedures Reviewed
- ☐ Material Delivery Procedures Reviewed

- ☐ Cleanup Responsibilities Reviewed
- ☐ Daily Reporting Procedures Reviewed
- ☐ Photo Documentation Requirements Reviewed
- ☐ Warranty Requirements Reviewed
- ☐ Structur.com Account Created

FINAL APPROVAL

The undersigned confirms that the subcontractor has submitted all required documentation and has been approved by STQ Construction & Roofing LLC to perform work subject to the terms of the Contractor/Subcontractor Agreement.

Approved By: _____

Title: _____

Date: _____

Subcontractor Representative: _____

Date: _____

OFFICE USE ONLY

Subcontractor Number: _____

Vendor Number: _____

Insurance Verified By: _____

Entered Into Accounting: _____

Project Assigned: _____

Comments:



Notice To STQ Staff

The subcontractor shall not be scheduled, issued a purchase order, provided access to any jobsite, or authorized to perform work until every applicable item on this checklist has been received, verified, and approved by STQ Construction & Roofing LLC.