



# Moving & Hauling Liability Waiver

LANDSCAPE & CAMPUS SERVICES

Work Order #

## Move Coordinator

Name

Email

Extension

Dept/College

## Move Details

Requested Move Date

Origin Location

Destination Location

## Waiver Statement

Facilities Operations and Management is not financially responsible for any damage that may occur in the course of any type of move. It is the department/college's responsibility to determine and obtain insurance on items being moved. By signing, I understand the waiver statement and authorize work to be completed.

Signature

Date

Department Head Signature

Date

### Guidelines

- Move Coordinator must be present during all move activities
- Submit itemized list of items to be relocated prior to move
- Tag all items for relocation with new location & name
- Empty cabinets, desks, credenzas, bookcases, etc.
- Lock all furniture prior to move & keep keys
- Additional charges for moves outside of 7am-4pm Monday through Friday
- Up to 3 office units per appointment

### What We Can Move

- SHSU Property Only
- Files
- Desks
- Cabinets
- Book Cases
- Chairs

### What We Can Not Move

- Large Glass
- Copiers
- Steel Case Furniture
- IT Equipment
- Surplus Property
- Personal Items

SIGN ELECTRONICALLY OR PRINT, SIGN, & SCAN  
**PLEASE ATTACH TO WORK ORDER**