



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