

TO: UNC Housekeeping Services, Moving Crew

Subject: Damages

The UNC Housekeeping Department offers moving services to the University community at a charge of \$52.00 per person per hour for each crew member (two employees on the crew). In order to provide this service, we do not provide insurance to cover accidental damage. If we were to purchase damage insurance coverage, we would be required to physically assess each item to be moved for condition, scratches, blemishes and so forth, and retain condition records of each assessment. This would be time-consuming and costly for our customers. The Housekeeping Department moving crews are very careful with everything that is moved and take pride in the quality of their work. But the department cannot provide this service at this low cost if the department is also required to cover damage or loss as a result.

- If you have an item that is particularly important, you should consider contracting with a commercial moving firm that provides damage insurance.
- The Coordinator or a knowledgeable representative must be present at the time and the location of the move/loans drop off and pick up.
- This form has to be signed and faxed back to the Housekeeping Department before your move/loan is conducted. Please sign below to acknowledge your agreement that Housekeeping will not be financially responsible for any damage or loss either to the building, furniture and equipment being moved. **(If your move is for the loan of tables/chairs only, the damage reference only refers to damage to your building or contents.)** If a signed copy of this form is not in the hands of the moving crew leader prior to their arrival, the moving crew will not show up for the scheduled move.
- An account number to be charged must be provided at the time of scheduling.

Department contact: _____

Account Number: _____

Signature: _____

Date: _____