

## **POLICY ON SHIPPING HOUSEHOLD GOODS AT UNIVERSITY EXPENSE**

The University may pay for the shipment of household goods and vehicle of new full time faculty or staff employees. The decision regarding the cost of moving will be made by the Dean, Department Chairperson, or Vice President. The University will also pay to move professional books and materials in conjunction with the household move.

### **DEFINITION: Household Goods**

The cost of packing, transporting, unloading and delivery from the former residence to the new for the new faculty or staff employee and his/her immediate family. Storage in transit may be paid only if included in the approval process. Storage in transit covers less than 30 days. The University does not pay travel, meals, and lodging to search for new residence and/or temporary living expenses.

### **DEFINITION: Restricted Goods**

**Interstate moving companies are prohibited from carrying chemicals, explosives, perishables, frozen foods, combustible items, articles of extraordinary value such as currency, jewelry or precious stones, stamp collections, stock certificates, wills, etc.**

**In addition, the following are not paid by the University:**

- **Transportation of pets**
- **Maid service or other cleaning**
- **Unpacking**

## PROCEDURES

How the process works:

1. The Hiring Department will provide a letter of offer, which will be signed and returned by the party being hired:
2. Your hiring department will complete a Purchase Requisition for the total amount the University will pay and forward to the Purchasing Department.
3. Department provides the name, address, phone number(s) and email address of the person who's moving expenses the University is paying. If necessary they will also provide the name, address and phone number of the contact person who will be working with the moving company if different from the person being moved.
4. Upon receipt of the Requisition, the Purchasing Office will contact one of our contracted moving companies for you.
5. The contracted company assigned to your move will contact you to arrange a scheduled inspection of your goods, in order to provide an estimate.
6. Before the estimator arrives, tour your home; including attic, patio and garage to assure that everything to be moved is visible. During the estimate, show everything that is to be moved so that an accurate estimate of the total weight to be moved may be compiled. An accurate estimate of all articles to be shipped and all services required is essential, as the carrier will provide the University with a quote to budget your move.
7. You must declare a value of the goods you are having moved. This is your decision and will be important if a claim is filed.
8. Dates for pickup and delivery will be set directly with the moving company by you, the shipper. However, the University does not pay for exclusive use of a moving van or expedited service.
9. If the quote is greater than the department allocated amount, your department will decide if they will increase the allocation. If the decision is not to increase the amount the University is paying, you will be responsible for any amount above the department allocated amount.
10. The carrier will invoice the University for all authorized moving charges. In instances where there are ceiling amounts, (*the person being moved*) **you** will be responsible for payment to the carrier of any overage in cash, credit card or a cashier's check upon delivery of (*the*) **your** goods. The carriers do not accept personal checks.

Follow the guidelines in this booklet and you should have a successful move.

**If you have any questions or problems at any time during this entire process, please call:**

- a. **Your carrier contact person**
- b. **The hiring department, or**
- c. **The Purchasing Department.**

## AUTHORIZED CHARGES

Your hiring department will authorize a total dollar amount for your move. Transportation of vehicles, storage in transit, or the move of exception (as noted under restricted goods on page 1) must be approved.

### The following options may be included in your move:

Automobile Transportation

Additional pickup at origin or additional delivery at destination.

Packing including cartons of furniture, accessories, clothing, appliances, tools, and equipment normally required to maintain a household.

Normal removal, preparation for shipment and installation of appliances such as ranges, refrigerators, washers, dryers, food freezers, air conditioners, large screen TV or other such items that require 3<sup>rd</sup> party service. This does not include parts or labor in special installation of pipes, ductwork, wiring, etc.

Placement of furniture, rugs, beds are included but hanging of pictures, fixtures, mirrors, curtain rods, or racks are not.

Costs of packing or handling of special teaching materials, laboratories or research items if approved by hiring department.

Storage at point of destination if approved, not to exceed 30 days. Additional storage time may be provided at the faculty member's expense.

Power driven vehicles such as dune buggies, camper trailers, boats, boat trailers, aircraft, satellite dishes or storage sheds, to be included with the move, requires approval.

## UNAUTHORIZED CHARGES

Flammable products, non-household items, living plants, perishables, firewood, decorative stones, building materials, pets, or any items not normally required in a household.

Exclusive use of a moving van unless single shipment requires total van capacity or any specially expedited service.

Scheduling services requiring carrier to incur overtime charges including Saturdays, Sundays, or legal holidays and/or before 8:00 a.m. or after 5:00 p.m.

Readjustment or color restoration of television sets unless damage was caused by the carrier in mishandling or negligence.

Costs for shipment of any restricted items listed above.

Maid Service

Unpacking

Additional Insurance beyond the contracted amount of up to \$100,000.00.

### GUN CONTROL PROVISIONS EFFECT

The Brady Violence Control Act, commonly known as the Brady Bill, contains some provisions for the transportation of firearms by interstate carriers.

Under the Brady Act, which became law on November 30, 1993, the carrier is prohibited from identifying cartons as containing firearms. The carrier may, however, make notations on the Household Goods Inventory. If firearms are transported in this manner, the serial numbers on each of the firearms must be recorded on the inventory as part of the carton description.

The Brady Act also states written receipts are required when delivering firearms. If upon delivery the customer's signature on the Household Goods Inventory will satisfy this requirement.

Though unrelated to the Brady Act, existing laws prohibiting any shipment of ammunition and /or explosive remain in effect. Movers have been restricted from transporting these items.

### **AUTOMOBILE TRANSPORTATION GUIDELINES**

Please review the following information carefully and contact your move coordinator if you have any questions.

#### **General Guidelines:**

- Your vehicle must be operable
- We must be advised of any modifications to the vehicle including 4X4 lift kits, camper shells, etc.

#### **Preparing your car for shipment:**

Prior to the scheduled pick-up of your vehicle, please make sure it:

- Does not have any obvious fluid leaks
- Is clean. It is more difficult to complete an accurate physical inspection if the vehicle is dirty.
- Has no more than ¼ tank of fuel
- Has the alarm system disconnected, disabled or turned off
- Contains NO personal belongings (except standard vehicle items such as the jack and the spare tire)

Also, please be sure to:

- Provide one full set of keys
- Remove all non-permanent luggage, bike or ski racks
- Retract or remove all antennas

- Prepare your vehicle for the new climate. (This may include engine coolant, transmission oil and other fluids)

**Vehicle inspection requirements:**

- You or your assigned representative must be present for the inspection at both pick-up and delivery.
- You will be asked to sign the bill of lading and condition report at both origin and destination
- You are responsible for confirming that your vehicle's condition is the same as when it was picked-up. You must do this before the delivery driver leaves.
- If any damage is noted, you **MUST** write a clear description on the bill of lading.

**Transport:**

Your vehicle will be transported using one of three methods:

- In the van with your household goods
- In an open car carrier
- In an enclosed car carrier

The choice of transport may be determined by your company's move policy, the space available in the moving van, the type of vehicle you are transporting or your needs. Depending on which method is chosen, your vehicle may or may not be delivered at the same time as your household goods. Your move coordinator can advise you of the delivery range, or spread dates, for your vehicle.

**Insurance coverage:**

- You are provided with insurance coverage for carrier liability for loss or damage for the Blue Book value up to \$100,000. You must notify us if your vehicle has a higher value.
- Your automobile insurance must be in effect during transport to cover any Acts of God such as hail, folds or other severe weather condition. Our insurance does not cover such incidents.

## MOVING CHECK LIST

As soon as your moving day is set with the carrier, start doing these things:

Notify all utility companies of your moving date so you will not be billed for unused service. This includes electricity, gas, water, water softener service, telephone, and fuel oil. (The value of any fuel oil remaining in your tank is due to you from the buyer and will be adjusted at the time of the closing on the sale of your house.) Have the meters read the day before your move. **DO NOT HAVE YOUR ELECTRICITY OR PHONE TURNED OFF UNTIL THE DAY AFTER YOU ARE SCHEDULED TO LOAD ON THE TRUCK.**

Notify all delivery services: newspapers, diaper service, laundry, fuel, cleaning, and garbage. Be sure to collect any dry cleaning, clothing in storage, etc.

Return library books

Close or transfer charge accounts.

Close or transfer bank accounts.

Cancel safe Deposit boxes.

Visit doctor, dentist, pediatrician for referrals and necessary medical records, x-rays, and prescriptions.

Visit children's schools to obtain necessary records, or arrange to transfer records to new schools.

Leave change of address with post office and request cards to notify magazines, book club, and newspapers.

Notify all insurance companies including fire, household contents, auto liability, and life insurance.

Notify all stock and securities companies or companies with whom you have time payments.

Notify all veterans' organizations, clubs, lodges, colleges, military, and religious groups.

Use up frozen and perishable foods.

Check and clear tax assessments.

Arrange transportation of pets.

Return borrowed items and collect items loaned.

Leave new home address with your present employer.

Arrange transportation or adoption of living plants. Check agricultural laws for entry requirements.

Arrange utility service for your new residence. Settle outstanding accounts. It is not advisable to transfer service to new residence.

Prepare major appliances and request mover to arrange for regular servicing at origin and destination.

Dispose of flammable products such as cleaning fluid, matches, etc.

Drain fuel from power mowers and other machinery.

Discard open containers of liquids.

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## HOW TO GET CHILDREN INVOLVED IN MOVING

It's time to move. One house must be sold and another one must be found. There are tons of arrangements to make and list after list of "things to do". In all of the hustle and bustle, parents often overlook someone very concerned about the upcoming move - the children.

Children have feelings too. Parents, not friends or relatives, should be the first to inform the children they are moving. Once they have been told of the relocation, they should periodically be given the opportunity to ask questions and to express their likes and dislikes regarding it. Parents might consider reading storybooks or color books with moving-related stories.

Moving should be a family affair. Learning about the new city can stir some excitement about moving. Spend time at the local library or contact the destination city Chamber of Commerce for information. Make lists of things they want to do when they get there.

Allowing the children to think they are assisting in the selection of the new home is another step. When the budget doesn't permit the children to go along, take pictures. Encourage them to sort old toys and clothes, assist with the garage sale, write out change of address cards, return library books and get the pets ready to move.

Good friends are hard to come by. Parents can reduce the anxiety by the following: find a pen pal in the new city, plan on writing, calling, and visiting friends and relatives in the old city, and let the children plan a party for their friends. There is nothing worse for children than to feel alone. By taking steps to overcome this fear, parents will find that children adjust to the new environment much quicker.



## THINGS TO REMEMBER ON PACKING DAY

Unsafe items, perishables, liquids, or plants (except at owners' risk) cannot be shipped by the moving company.

**Irreplaceable items should be taken with you and not shipped by the mover**, such as precious jewelry, collections, stocks and bonds, rare books, wills, insurance policies, or other securities.

Plan to be at home and make yourself available to the movers the entire day of packing, as well as, the time scheduled by the carrier to perform the services.

It is often helpful to have children stay with friends or relatives during the process.

The refrigerator and freezer must be cleaned out, completely defrosted, and free of moisture for 36 hours prior to shipping. The carrier will place a dehumidifying element in each and block the doors to allow air to circulate.

If packers are to pack high value items such as silver, works of art, furs, etc., ask them to call you to view the packing of those items.

Items to be carried in your car, or needed that night and the next morning, should be put away so the packers do not accidentally pack them.

Pack the local telephone directory. It may prove helpful.

If you have any questions regarding packing or handling, or if the packers are uncooperative in any way, do not hesitate to call your carrier contact person.

Packing is generally completed one day before the loading date.

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## THINGS TO REMEMBER ON LOADING DAY

Items that should not be shipped should be disposed of or separated prior to the arrival of the mover.

Make yourself available the entire day of loading since the mover's schedule may vary from morning to afternoon loading.

Check the inventory to see that you agree with the notations made by the driver as to present condition of your furniture. If you disagree with it, make a note on the inventory sheet. Number each box as it leaves your house. This will enable you to easily determine if a box is missing upon arrival at your new home.

Items of extraordinary value being moved should be noted on the inventory sheet with their value.

Plan to leave the utilities on until the day following the loading of your household goods. The availability of a telephone during the move can be invaluable. Not only can you reach your friends and family but also the carrier in case you have questions or problems.

Make a walk through the house, garage, attic, cellar, backyard and storage room for missed items. Check drawers, cabinets and closets in every room for items missed in packing or loading.

Travel arrangements for your departure should be scheduled for the day after loading.

Place forms, instructions, expense sheets, etc. in the car or a suitcase where they are convenient.

Pack extra clothing in your suitcase to cover possible delays in delivery.

The carrier is working for you. If the driver, packers, or helpers are not acting in a professional manner, call your carrier contact person.

Make sure the driver, your carrier contact person, your department contact person know where to reach you enroute and at destination.

Loading may not be completed in one day.

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## THINGS TO REMEMBER ON DELIVERY DAY

To assure that everything that was loaded at origin is delivered at destination, you **MUST** check off the inventory sheet yourself. Insist that the driver and helper call off to you the inventory numbers, which are on each box and piece of furniture.

Check the condition of household goods as closely as possible for damage and make note of any damage on the inventory sheet in case you have to file a claim. There is a column on the inventory sheet to note your exceptions.

Boxes containing high value items such as silver should be unpacked immediately and examined for damage.

Before the driver leaves, make sure you have noted on the inventory sheets the condition of your household goods and any missing items.

Delivery may not be completed in one day.

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## HOW TO FILE A CLAIM

In the event you should have any missing or damaged items after delivery, note all items damaged or missing **prior** to signing any documents for the driver. Keep a copy of this and all documents you sign. Call the carrier move coordinator and have them mail the necessary claim forms to you.

It is **your** responsibility to:

- a) Complete all claim forms within 30 days.
- b) Follow instructions on forms.
- c) Keep a complete copy of the claim forms for your personal files

Household moves are NOT covered by the University of Florida insurance, nor is the University responsible for loss or for filing claims. Claims will be filed with and handled by the move carrier.

If you have any questions about completing the forms or filing the claim, do not hesitate to call your carrier contact person.

The carrier has up to 120 days to locate any missing items.

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