

Revision Date - January 19/95
Committee - Diocesan Council
Source - Human Resources

MOVING EXPENSE POLICY HOUSEHOLD EFFECTS

Diocese of Nova Scotia & Prince Edward Island

Pertains to:

CLERGY

	<u>DIOCESE</u>	<u>RESPONSIBILITY OF INDIVIDUAL</u>
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1. <u>Automobile, Travel Trailers and Vans</u>		
(a) Diocese will not be responsible for transportation of above vehicles.		X
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2. <u>Boats, Canoes and Snowmobiles</u>		
(a) Above items maybe allowed provided the mover determines that they can be moved by actual weight. Prior approval is necessary.	X	
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3. <u>Billiard Tables</u>		
(a) Must be able to dismantle easily.	X	
(b) If table has slate top, extra expense of special packing will be for individual.		X
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4. <u>Tropical Fish and Aquariums</u>		
(a) Aquariums must be emptied prior to packing. X		
(b) Tropical fish, etc. cannot be handled by moving company. We suggest fish etc. be disposed of or carried in individual's car.		X
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5. <u>Household Appliances</u>		
(a) Stoves, refrigerators, freezers, portable dishwashers, washers, dryers and microwave ovens.	X	
(b) Disconnecting and reconnecting fees for all appliances (built in or portable). This includes service contractor fees if required.		X
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6.	<u>Heavy Machinery, Greenhouses, Etc.</u>		
	(a) Extra heavy machinery and equipment, glass greenhouses.		X
	(b) Ride on mowers (see 7 below)	X	
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7.	<u>Lawn Mowers and Snow Blowers</u> (gas or electric)		
	(a) Will be carried by movers providing gas is removed from tank.	X	
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8.	<u>Jewelry, Coins, Valuable Documents, Precious Stones, Etc.</u>		
	(a) The carrier will not assume any liability for the above articles which are not specifically listed on the bill of lading. We recommend such articles be carried by individual.		X
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9.	<u>Musical Instruments, Etc.</u>		
	(a) Pianos, organs and hi-fi's.	X	
	(b) TVs - movers not responsible for operation or color adjustment after move.	X	
	(c) TV antennas and satellite dishes. Diocese will pay for dismantling and installing antennas and dishes.	X	
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10.	<u>Oil Paintings, Pictures and Antiques</u>		
	(a) Paintings and antiques of extraordinary value must be declared as to the value prior to packing.	X	
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11.	<u>Patio Furniture (Picnic Tables, Swings Etc.)</u>		
	(a) Should be dismantled by individual, otherwise any extra charges are for the account of the individual.	X	
	(b) Patio blocks or stones will not be hauled due to excess weight.		X
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12.	<u>Pets (Dogs, Cats and Birds)</u>		
	(a) We suggest the above be carried by individual in a private car. For moves from outside the Diocese, can be forwarded by air express or can accompany passengers as excess baggage when traveling by air.	X	
	(b) <u>NOTE</u> : Horses and other large animals moved only at individual expense.		X
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13.	<u>Plants</u>		
	(a) Normal House plants can be handled by movers at the owner's risk. (Individual must sign a release to clear movers of all responsibility for withering, etc.)	X	
	(b) Plants of extraordinary value should be handled through a florist at expense of the individual.		X
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14.	<u>Refrigerators and Freezers</u>		
	(a) Units must be emptied and defrosted at least one day in advance of loading.	X	
	(b) <u>NOTE: PERISHABLES</u> : if possible, we suggest small quantities of perishables be disposed of in advance of moving. However, provisions can be made to transport large quantities of frozen foods by special reefer units or air express to avoid spoilage at expense of the individual.		X
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15.	<u>Rifles, Shotguns, Revolvers, Ammunition and Explosives</u>		
	(a) Firearms can <u>ONLY</u> be carried by movers without ammunition.	X	
	(b) Ammunition and explosives (gas, etc.) cannot be carried by movers.		X
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<u>DIOCESE</u>	RESPONSIBILITY OF	<u>INDIVIDUAL</u>
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16. Rugs and Draperies

	(a) Will be carried by moving company.	X	
	(b) Alterations, replacements or laying of carpets, installing draperies and fitting.		X
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17.	<u>Second Home (ex. Summer Cottage)</u>		
	(a) Household effects from second home will be moved at the individual's expense.		X
	(b) If prior approval is obtained, a second pick-up or delivery of a few articles from or to <u>one source only</u> will be handled at the expense of the Diocese.	X	
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18.	<u>Storage-in-Transit</u>		
	(a) Not recommended; however, the Diocese will pay for one month's storage in transit if individual cannot occupy new Rectory immediately and approval is obtained in advance.	X	
	(b) Second and succeeding months storage is to be negotiated with the Parish.		X
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19.	<u>Wood and Lumber</u>		
	(a) Firewood and building lumber cannot be carried due to excess weight. If wood and lumber is hauled by moving company, it will be for account of individual. (We suggest wood be disposed of or sold prior to move.)		X
	(b) An exception would be a <u>small</u> quantity of hobby wood.	X	
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20.	<u>Room Air Conditioners (Plug-in-Type)</u>		
	(a) Removable window type air conditioners (plug-in will be handled by movers.	X	
	(b) Other types requiring dismantling and installing are the individual's responsibility.		X
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