

2.1.3a

Revision Date – February 2019
Committee - Diocesan Council
Source - Human Resources

MOVING EXPENSE POLICY HOUSEHOLD EFFECTS

Diocese of Nova Scotia & Prince Edward Island

Pertains to:
CLERGY

		RESPONSIBILITY	
		<u>DIOCESE</u>	<u>INDIVIDUAL</u>
1.	<u>Automobile, Travel Trailers and Vans</u>		
	(a) Diocese will not be responsible for transportation of above vehicles.		X
2.	<u>Boats, Canoes, Snowmobiles, Motorcycles, ATVs</u>		
	(a) Above items may be allowed provided the mover determines that they can be moved by actual weight. Prior approval is necessary.	X	
3.	<u>Billiard Tables</u>		
	(a) Must be able to dismantle easily.		X
	(b) If table has slate top, there may be an extra expense for special packing.		X
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
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	

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 if they 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	
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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) These should be dismantled by individual, otherwise any extra charges will be paid by 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 pets 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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RESPONSIBILITY
DIOCESE INDIVIDUAL

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 without ammunition.		X
	(b) Ammunition and explosives (gas, etc.) cannot be carried by movers.		X
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16.	<u>Rugs and Draperies</u>		
	(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 Location (ex. Summer Cottage or Office)</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 the individual cannot occupy new Residence immediately and approval is obtained in advance.	X	
	(b) Second and succeeding months of storage is to be negotiated with the Parish.		X
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RESPONSIBILITY	
DIOCESE	INDIVIDUAL

19. Wood and Lumber

(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 small quantity of hobby wood.

X

20. Room Air Conditioners (Plug-in-Type)

(a) Removable window type air conditioners Plug-in type will be handled by movers.

X

(b) Other types requiring dismantling and installing are the individual's responsibility.

X