

FACILITIES MANAGEMENT DEPARTMENT

Certificate of Insurance

Standard Operating Procedure - Facilities Management

1. Contractors, subcontractors, and others who perform work for, make deliveries to, or use the premises of Phillips Exeter Academy are required to carry insurance at their expense. Certificates of insurance in companies properly licensed and satisfactory to PEA must be received prior to starting the job/using the premises. No exceptions will be made to these requirements.
2. The Facilities Management employee, who is responsible for hiring a contractor, must inform the contractor of all insurance requirements (listed below).
3. Copies of the "Certificate of Insurance" can be sent directly to the finance office:
Finance Office
Phillips Exeter Academy
20 Main Street
Exeter, NH 03833
Phone: (603) 777-3460
Fax: (603) 777-4341
4. The finance office will prepare monthly reports for department/shops to review. This process will ensure that all insurance requirements are met and kept current.

The insurance coverage required includes the following:

1. **General Liability**, including coverage for premises – operations, products-completes operations, independent contractors protective, contractual liability, advertising, personal injury and broad form property damage with limits not less than:

<u>Bodily Injury and Property Damage</u>	Each occurrence	\$1,000,000
	Annual aggregate	\$1,000,000
2. **Automobile Liability and Property Damage** including coverage of owned, non-owned and hired vehicles with limits not less than:

<u>Bodily Injury and Property Damage</u>		\$1,000,000
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3. **Workers' Compensation and Employers Liability:**
Statutory employers' liability – amounts required by law:

	Each accident	\$500,000
	Disease Policy limit	\$500,000
	Disease per employee	\$500,000

Under description of "operations/locations/vehicles", we request the following statement:

It is hereby agreed and understood that the Trustees of Phillips Exeter Academy, Exeter, NH are added as additional insured under the above policy but only with respect to the liability arising out of the use of the Academy's premises.

We require a thirty-(30) day cancellation notice.

April 2009