# Auburn University Certificate of Insurance Checklist

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| [ ]  **Policy Number, Effective Dates Included** | All certificates must include a policy number and current effective. |
| [ ]  **Certificate Holder** | Listed as Auburn University, its Administrators, Board of Trustees, Faculty, Staff and Employees. |
| [ ]  **Additional Insured Status** | Auburn University, its Administrators, Board of Trustees, Faculty, Staff and Employees is named as additional insured on the General Liability and Auto Liability insurance. |
| [ ]  **Additional Insured Endorsement** | Included with the Certificate of Insurance. Make sure there is a written agreement when any grant of additional insured status make this a condition. |
| [ ]  **Primary Coverage Wording** | For additional insured is specified on the certificate of insurance or attaching endorsement. |
| [ ]  **Hold harmless/indemnity** | Requested, with all applicable wording. This can be in an underlying agreement, or on the certificate of insurance. |
| [ ]  **Commercial General Liability** | Always require standard, except for educational speakers/instructors for academic presentations |
| [ ]  **Automobile Liability** | Performance will involve operation of a motor vehicle. |
| [ ]  **Workers Compensation** | 3rd party employees will be working on our premise or will be doing work on our behalf. Include Waiver of Subrogation by endorsement. |
| [ ]  **Umbrella Liability** | If excess coverage over $1M insurance limits are required. |
| [ ]  **Professional Liability** | If Providing professional, technical service (medical, legal, engineering, architecture etc.) |
| [ ]  **Professional Liability for****IT Technology including Cyber Risk** | If IT technology Product/Operations. |
| [ ]  **Environmental/Pollution Liability** | If performing work that involves handling of hazardous material/pollutants or could create an environmental hazard. |
| [ ]  **Builders Risk** | If Constructing/renovating building or structure. (name AU as additional insured/loss payee as interest may appear). |
| [ ]  **Property** | Renting or leasing university property – coverage applies to the lessee’s property, fixtures, equipment, fixtures and betterments. Include Waiver of Subrogation, name AU as additional insured/loss payee as interest may appear. |
| [ ]  **Fidelity Bond** | IfAccepting/handling university funds, money. |
| [ ]  **Sexual assault and/or****sexual molestation.** | If involving minors. |