


Certificates from Others | Checklist

<input type="checkbox"/>	Policy Number	All certificates must include a policy number and current effective date.
<input type="checkbox"/>	Effective Dates	
<input type="checkbox"/>	Certificate Holder	Northwestern University, 2020 Ridge Suite 240, Evanston, IL 60208-4335
<input type="checkbox"/>	Additional Insured Status	Make sure there is a written agreement including an Additional Insured requirement. Many insurers grant of additional insured status but only if an underlying written agreement requires this. The certificate of insurance should grant us additional insured status on General Liability and Automobile Liability, when required.
<input type="checkbox"/>	Primary Coverage Wording	Make sure the certificate of insurance includes a provision stating that the vendor/contractor's coverage is primary to the University's insurance or self-insured retention.
<input type="checkbox"/>	Hold harmless/indemnity	Requested, with all applicable documents. This should be required in an underlying agreement.
<input type="checkbox"/>	Commercial General Liability	Including bodily injury and property damage, \$2,000,000 per occurrence, \$3,000,000 general aggregate. This coverage is required. Exception: educational speakers/ instructors for academic presentations
<input type="checkbox"/>	Automobile Liability	If performance will involve operation of a motor vehicle. Including bodily injury and property damage, \$1,000,000 combined single limit per occurrence
<input type="checkbox"/>	Workers Compensation	This coverage is required if third party employees will be working on our premise or will be doing work on our behalf. Include Waiver of Subrogation in the agreement and on the certificate of insurance.
<input type="checkbox"/>	Umbrella Liability	If excess coverage over \$1M insurance limits is required. The coverage must follow Illinois statutes
<input type="checkbox"/>	Professional Liability	If providing professional, technical service (medical, legal, engineering, architecture etc.) Should certify this includes contractual liability coverage for liability that would exist in the absence of the contract.
<input type="checkbox"/>	Professional Liability for Technology including Cyber Risk	If third party will be using, storing, or accessing private, confidential or protected information.
<input type="checkbox"/>	Environmental	If performing work that involves handling of hazardous material/pollutants or could create an environmental hazard.
<input type="checkbox"/>	Pollution Liability	
<input type="checkbox"/>	Builders Risk	If constructing/renovating building or structure. (The vendor/contractor should name NU as additional
<input type="checkbox"/>	Property	Renting or leasing university property – coverage applies to the lessee's property, fixtures, equipment, fixtures and betterments. Includes a Waiver of Subrogation, name NU as additional loss payee as interest may appear.
<input type="checkbox"/>	Fidelity Bond	If accepting/handling university funds, money.
<input type="checkbox"/>	Commercial Crime	
<input type="checkbox"/>	Sexual abuse	If involving minors. Third parties on campus hosting events with minors must agree by contract to adhere to meet or exceed the minimum requirements of University policy, Minors at Northwestern.
<input type="checkbox"/>	Molestation	

 **Office of Risk Management**
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