



Your New Office Move Checklist

Make the transition to a new location
seamless with this list!



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Moving to a New Office Checklist

☐ Plan Your Relocation Well in Advance

- ☐ Schedule a site visit with IT at your new office location to review network cabling requirements
- ☐ Contact all carriers, ISPs (internet service providers), and technology vendors and inform them of your move date - At least 2 months before the move!

☐ Evaluate Your Equipment

- ☐ Inventory all equipment - Does it still meet your needs? Does it make sense for the new location?

- ☐ List any equipment that needs upgrading or replacing:

- ☐ Using the list above - order any new equipment or upgrades

- ☐ Return any leased IT and phone equipment that is no longer needed

- ☐ Properly dispose of old or broken equipment

- ☐ Evaluate server room requirements

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☐ Assess Your Communication Requirements

☐ Check how many phone lines you need _____

☐ Check how many Cat 5 cables you need for cabling _____

☐ Check how many Cat 6 cables you need for cabling _____

☐ Count many power outlets your new office will have _____

☐ Prepare Your Site Visit Checklist

☐ Review configuration plan of the new office with your IT provider

☐ Ensure the ideal locations for workstations, power jacks, and network cabling points are found

☐ Decide prime location(s) for printers, scanners, routers, etc.

☐ Confirm whether the minimum requirements for the server room will be met

☐ Electrical

☐ Cooling

☐ Dimensions

☐ Security

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☐ Consider Your Telecommunication Options

- ☐ Review phone line capacity - order new phones if necessary
- ☐ Consider what kind of phone system is best for the new office (VoIP, PBX, etc.)
- ☐ Set up call forwarding if you're changing your phone number
- ☐ Establish and order the type of internet access required for your new location

☐ Protect Your Data

- ☐ Make several backup copies of all company data systems including firewalls and servers
- ☐ Store copies somewhere that they will not be affected by the move
- ☐ Ensure full recovery is possible so that, if something does go wrong, you'll still be able to access all your company's important data
- ☐ Confirm whether the minimum requirements for the server room will be met

☐ Prepare for Move Day

- ☐ Transport copies of your data backup to the new location separate from the main system and each other
- ☐ Indicate which cables and data cables belong to which pieces of equipment

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☐ Prepare for Move Day (cont.)

☐ Verify all wiring and data cables are labeled correctly

☐ Compose a contact list of everyone involved in the move

☐ If needed, assist with the disconnection of equipment at the old office

☐ Inventory all equipment - Does it still meet your needs? Does it make sense for the new location?

☐ Instruct staff on how to shut down all equipment properly before leaving on the final day before the move

☐ Test Your New Office's Network

☐ Verify all cabling, equipment, and phones are in the right place

☐ Check all individual telephone numbers and their locations

☐ Test to see whether the call forwarding from the old number is working and being forwarded to the correct phone

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☐ Test Your New Office's Network (cont.)

☐ Test all features of the phone system

☐ Start all servers and test network capability and data migration

☐ Check incoming and outgoing emails

☐ Check website, intranet, and extranet

☐ Test each network connection



Enjoy Your New Office!

Be sure your new network is set up properly!

Schedule an IT Consultation Today