



Moving your technology to a new office doesn't have to be a burden

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



Infinity Solutions

Office Move Tech 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

Office Move Tech Checklist

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

Office Move Tech Checklist

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

Office Move Tech Checklist

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

Office Move Tech Checklist

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

www.infinitysol.com