Office Move Checklist

Moves are no simple feat; they require a methodical, detail-oriented approach to minimize your organization's risk of downtime, and to make sure your team is set up for success when they arrive in your new space.

Below is a look at our standard Office Move Checklist template, along with some of the recommendations we've compiled over the past 25 years.

GENERAL QUESTIONS

- ✓ What are my requirements for my new space?
- ✓ Do I need someone to help me coordinate the move?
- ✓ When am I looking to move? When do I have to be out of my current space?
- ✓ Once I find a space, what do I need to do next?
- ✓ What vendors to I need to talk to about my move and when should I include them?
- ✓ What is the impact to the users during the move?
  - Do we want users to pack up their own areas?
  - Can users work from home during the move?
  - What network services will be unavailable to users during the move?
  - Do we need users to be able to access network services immediately in the new space?

WE RECOMMEND...

- Starting early - Proper planning takes time. Make sure your plan allows enough time for construction and internet/phone installation
- Many organizations use a real estate services company to help manage the move process
- Involve IT early. While the real estate services company is an expert on planning a move, IT will still be needed to make the technical decisions about your new office network.

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AUDIO/VISUAL

- ✓ Determine your audio/visual needs for the new space
- ✓ Select AV Vendor
- ✓ Ask vendor what their IT requirements are (i.e. analog lines, VoIP extensions, local IP addresses, wireless access, etc.)
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

WE RECOMMEND...

- Asking for referrals for vendors
- Getting 2-3 quotes to compare
- Have IT review quotes to look at networking requirements. For example, AV vendors may offer wireless controllers and you may be able to use your existing wireless infrastructure to support them

BUILDING INFORMATION

- ✓ List all contacts for the new and current buildings
- ✓ Review your current lease for information about moving out of your space.
- ✓ Parking information for staff & vendor visiting spaces
- ✓ Determine the loading dock & freight elevator locations and provide to vendors
- ✓ Determine the building policies for:
  - Building access
  - Construction hours
  - Loading dock access
  - Freight elevator access
- ✓ Take a look at your construction schedule, including:
  - How much construction is needed?
  - When will construction start?
  - When will cabling be able to start?
  - When will AV be able to start?
  - When can internet connection be installed?
  - When will network equipment be able to be deployed?

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WE RECOMMEND…

- Knowing your lease! For example, do you have to remove any cabling or cabling management (patch panels/ladder racks, etc.) from your existing space before moving out? We recommend you review your lease and speak to the building management company so there are no surprises
- Informing vendors of the location of the loading dock and freight elevator(s). Make sure to include the building's policy for their use. For examples, if the building only allows moves to occur after hours then that will impact the timing and cost of your move
- Notifying IT of the construction schedule, especially with regard to the following:
  - When will walls be up so that they can see the planned office layout to determine wireless access point locations?
  - When will cabling start so they can ensure that they have provided the cabling vendor with the necessary information before then?
  - When can they coordinate the ISP(s) to install their circuits?
  - When can they install any networking equipment and perform some initial testing (i.e. ISP testing)? Ideally this would be done the week of, or the week prior, to the move in date to allow time for troubleshooting any issues

CABLING

- ✓ Determine location and number of power outlets & wall jacks in each office and other locations
- ✓ Determine how many wireless access points are needed and where they will be located
- ✓ Determine your color scheme for cabling
- ✓ Determine the numbering schedule for wall jacks
- ✓ Patch panel and equipment rack requirement
- ✓ Rack design
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

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WE RECOMMEND...

- Thinking about furniture location in the office when determining location and number of power and wall jacks. If you will be allowing users to determine where their desks will go in their office, you need to make sure you have power and data nearby
- Cabling for the future. It will be cheaper overall to add extra cabling now then to have a vendor come back later to add more drops
- Having IT do a walk through once walls are up to determine location of access points
- Asking the construction company for information about the ceiling/wall material if need be to determine the proper mounts required for the access points
- Using separate color wall jacks and patch cables for phones, data, etc.
- Using the office numbers and then letters (i.e. 305A, 305B). If more than one wall jack is in each location, add a number at the end (305A1, 305B1, 305A2, 305A3).
- IT provide the details of any rack(s) needed and cabling vendor should order and install
- IT provide details of how switches/patch panels/equipment will be deployed in the rack(s) so the cabling vendor knows where to install any patch panels

FURNITURE

- ✓ What furniture will be moved and what furniture will be replaced?
- ✓ What is the plan for recycling/donating existing furniture?
- ✓ Where will furniture go in each office? Does the furniture have built in cable management or openings for cable management?
- ✓ When will furniture be delivered and installed?
- ✓ Ensure your furniture can support any new workstation setups such as dual monitors and/or standing desks

WE RECOMMEND...

- Thinking about office design and furniture placement. You want to avoid having furniture that blocks the network jacks and power outlet. Look for furniture with built in cable management or that provides multiple openings to run the cables/cords to provide flexibility for equipment placement.
- Having any new furniture delivered at least a week before the move in date, if possible
- Informing IT when the movers will have any furniture being moved ready in the new location.
- Scheduling the Assembly & Testing task for after any new furniture is delivered and/or any existing furniture has been moved. IT cannot deploy workstations to any location where there is no furniture so improper scheduling can lead to cost overruns
- Confirming that any new workstation setups are supported by the furniture you are ordering.
- Discussing any new workstation setups with IT and the furniture vendor to ensure there are no surprises

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INTERNET

- ✓ Determine what providers are available at your new space and if your current provider is one of them
- ✓ If current provider is available in new space and you plan to stay with them:
  - Determine if your ISP will require you to sign up for a new service or just a move of your existing service. If a move, will they allow you to keep your current IP addresses?
  - Determine any changes to your current contract
  - Determine if you require the internet be active in both locations for any period of time
- ✓ Determine your new speed requirements
- ✓ Determine location and access requirements for the demarc
- ✓ Determine if the ISP will extend the circuit from the demarc to your new office or will you need to have someone else (like the cabling vendor) do this? What are the ISPs requirements for the extension?
- ✓ Determine who is responsible for returning any necessary equipment
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

WE RECOMMEND...

- Starting early. Most ISPs can take at least 60-120 days to have their service installed and ready
- Knowing your current contract! For example, if your current provider is not available in your new space, is there a provision to let you out of your contract?
- Determining if you are keeping your current provider or looking at a new provider(s) - If keeping your same ISP, have IT determine if it is best to have them order a new circuit or move your existing circuit
- Getting 2-3 quotes
- Having IT review the quotes to ensure the vendors are providing you with the services you need
- Asking provider who is responsible for the cost of extending the circuit to your new office location
- Having the ISP, or vendor providing the ISP, sign off on any cabling work done by another vendor
- Having the ISP circuit installed about 1 week prior to your move in date so IT can test

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LAN/SERVER ROOM

- ✓ Size/Location of Server/LAN room
- ✓ Configuration of Server/LAN room, including:
  - Location of power - LAN room should have dedicated/isolated power per outlet.
  - Any special power needs for equipment
  - AC requirements - will the room have/require dedicated AC or alternative cooling/vent options?
  - Location of rack
  - Security - Physical lock, Key Fob entry? Drop ceiling? Door type, such as solid wood or metal?

WE RECOMMEND...

- Having IT involved in determining the requirements for the new LAN/Server Room
- Making sure power is at least 20 amp circuits and is dedicated per outlet
- Ensuring that the location is not next to any water source, kitchen, bathroom, etc., and should be centrally located within cabling constraints (300 feet for copper, and 900 feet for multimode fiber)
- Ensuring room is locked (once complete) with limited access

NETWORKING EQUIPMENT

- ✓ Determine what networking equipment will be moved and what will be replaced
- ✓Plan for disposal of any equipment not being used and returning any equipment to the proper vendors

WE RECOMMEND...

- Having IT determine what equipment can be moved and what equipment should be replaced
- Using the move as an opportunity to do a hardware refresh. While you may spend a little more in upfront costs you may be able to roll the costs into your IT budget for the move and replacing equipment can lead to savings in project labor
- Speaking to your current ISP & Phone vendors (and any other vendors) about returning any old equipment
- Asking if the company you are using will dispose of your network equipment, or ask IT to get a quote for recycling it

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PHONES

- ✓ Note what type of phone system you have (internal phone system or hosted phone system)
- ✓ Determine your plan for your current phone system (move or replace)
- ✓ Determine what providers are available at your new space and is your current provider one of them
- ✓ Determine if you require any analog lines or digital-to-analog converters at the new space
- ✓ Determine who will be responsible for moving any phones/phone equipment
- ✓ Determine who is responsible for returning any necessary equipment
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

WE RECOMMEND...

- Starting early. It can take at least 30-90 days for new phone service to be installed, especially if the phone vendor will be providing their own circuit
- Having IT talk to the phone vendor to discuss the following:
  - Recommended network setup to ensure that the phone vendor quotes (or IT provides) the proper equipment
  - Who will be responsible for moving/returning any phones and phone equipment from the old office
  - Who will be responsible for patching the phone jacks into the switches in the LAN room
  - Who will be responsible for deploying and testing the phones at the users' locations
  - Configuration needed to ensure that voicemail to email is working (if applicable)
  - In case of hosted VOIP, failover of phone system to another connection
  - Plan for testing the phone system, including failover (if applicable)

PRINTERS/COPIERS

- ✓ Create a list of all printers you have, will they all be moved?
- ✓ Inform IT of any printers (including multi-function devices you will be adding during the move)
- ✓ Reach out to your printer/copier vendor to determine what role they will play in moving the equipment
- ✓ Determine the location for each printer in the new office. Will this require any users to change their default printers?
- ✓ Determine who will be responsible for moving and reconfiguring any devices
- ✓ Ask vendor what their IT requirements are (i.e. IP address for device)
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

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WE RECOMMEND...

- Thinking about how your office design and printer locations will impact users. Users should be informed that they may need to change their default printer after the move
- Having copier vendor coordinate the move/installation of any multi-function devices with IT so that we can work with them to properly test the devices once they are in the new office

SECURITY

- ✓ Determine plan for securing your office including the LAN/Server room
- ✓ Select vendor
- ✓ Determine when the system will be installed and who may need keys/key fobs/access cards
- ✓ Ask vendor if they have any IT requirements
- ✓ Provide vendor contact information including primary contact, phone number(s) and email address(es)

WE RECOMMEND...

- Determining if having your office security system is a requirement for taking ownership of the new space and if this system requires access to the internet. If so, ensure your construction schedule takes this into account and allows for the internet access to be put in place early enough for the security system to be installed
- Having security vendor discuss any networking requirements with IT

WORKSTATIONS

- ✓ Determine what computer equipment will be moved and what will be replaced
- ✓ Determine who will break down and pack up computer equipment
- ✓ Determine any new workstation setups for the new office (i.e. monitor stands, standing desks, etc.)

WE RECOMMEND...

- Having checklists for (1) disconnecting and packing workstations and peripherals; (2) unpacking and reconnecting workstations and peripherals
- Having dedicated bins labeled with the user's name, new office location, and denoting that it contains computer equipment
- Having IT test each workstation to ensure proper connectivity, no matter who does the other work
- Alerting IT to any planned changes to workstation setups so they can properly estimate the necessary time.