Plan a Smooth Move: Your Office IT Relocation Checklist

INFINITY

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When your business grows, change is inevitable. Sometimes an office move is necessary to keep your company running at full throttle. But the stress of planning an IT relocation can be tedious, draining, and simply time-consuming.

Rather than relying on traditional moving companies who may not know how to handle your IT equipment, your managed services provider (MSP) can help you plan out each detail of the office move for a smooth transition.

Did you know that more than 2/3 of companies surveyed for CompTIA's Fourth Annual Trends in Managed Services Study say they had used the services of an outside IT firm within the past 12 months?

Don't wait until the last minute to plan out your next move. This checklist will help you plan ahead so you can supervise your IT relocation with the least interruption to your services. That way, your staff and customers can stay happy and productive.

Your IT Relocation Checklist:
5 Things You Should Know

Just as you would plan every detail before moving homes, including comparing utility companies and internet providers in the area, you need the same level of preparation before moving offices. An office move usually means your company is growing, so it may be the perfect time for you to consider a new and improved IT infrastructure. Maybe you're ready to transition from old legacy phones to VoIP (Voice Over Internet Protocol), or maybe you want to migrate your data from on-premise servers to the Cloud.

"More than **2/3 of companies** [surveyed had] used the services of an outside IT firm within the past 12 months" **- CompTIA**

Whatever the case may be, the Infinity team is here to support you and provide quality services for a hassle-free move. Here are 5 things you need to know in advance:

1. Plan Your IT Relocation Well Ahead of Time
At least two months before the move, schedule an on-site visit with your MSP at the new office site to review networking requirements. Contact all your vendors (Internet service providers, carriers, etc.) and inform them of your relocation date.

2. Evaluate Your Equipment

If your IT infrastructure is outdated, an office move is a great time to upgrade your systems. When reviewing your equipment, here are a few steps to consider:

- Create (or update) an inventory of all equipment to determine whether or not specific components are needed in your new location.
- Make a note of any equipment that is in need of an upgrade or replacement. Return any leased IT or telecom equipment that is no longer needed.
- Order any additional phones or IT equipment needed. Evaluate server room requirements.
- Properly dispose of any old or broken equipment.

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3. Prepare a Site Visit Checklist

Plan on having your IT provider join you on your site visit to help you ensure everything works and to prevent any mishaps along the way.

- Review your plan for IT configuration with your MSP.
- Identify areas you will need power outlets and phone and network cabling points.
- Determine ideal spots for equipment such as printers, scanners, wifi routers, etc.
- Confirm that your new office supports your server room requirements, such as structured cabling.

4. Back Up EVERYTHING

It's important to prepare for the worst, especially at a time as critical as an office relocation. Here's how to protect your data:

- Make several backups of all company data and keep track of where they are stored.
- Ensure full recovery of systems is possible in case something goes wrong.
- Prepare a contact list of everyone involved in the move.
- Properly shut down all equipment before the move.

5. Test Your Network

Once your move-in is complete, you'll want to have a final walkthrough with your service provider to check the following:

- Ensure all cabling, equipment, and phone systems are in the correct place.
- Verify all phone numbers and their locations.
- Test all features of your equipment such as servers, phone systems, computers, etc.
- Test each network connection, including websites, Intranet, and Extranet.
- Start up all servers and data migration.

"IT relocation with the least interruption to your services helps your staff and customers stay **happy** and **productive.**"

Kick Back and Enjoy Your New Space

Your technology is the driving factor of your business – helping employees communicate, innovate, collaborate, and do much more to keep customers happy and your business thriving.

At Infinity, we want your next big office move to be as seamless as possible. Our team will ensure proper re-racking and re-installation of all your precious IT equipment so you can be up and running without a hitch. Ensure a smooth move: contact Infinity today.