

IT Office Move Checklist

Moving or expanding your offices comes with a unique set of challenges, not the least of which is minimizing disruption. You can't afford to miss calls, emails, or opportunities due to system downtime. Your IT infrastructure is vital to the operations of your company – advance planning can help you avoid business interruptions. To avoid the pitfalls of an office relocation, Integra has developed some handy resources that include a [timeline](#), [best practices guide](#) and this checklist. Use this checklist to ensure a smooth transition to your new location.

Besides a new location, moving can offer your company opportunities to improve productivity with new or upgraded systems. Integra offers a full suite of networking, communications and managed services to help your business run more efficiently. [Contact Integra](#) for help with your move.

Build Your Move Team

- Identify the IT resources and project manager for your move team
- Hire a technical project manager to manage logistics and support your internal project manager
- Develop a list of key contacts from each department
- Define team roles and responsibilities
- Schedule regular meetings
- Create a detailed timeline listing all move activities and responsible team members
- Keep your timeline updated and communicate changes to ensure alignment

Evaluate the New Site

- Obtain a detailed copy of the preliminary floor plan for the new site
- Take a field trip with your team to review the location and floor plan
- Evaluate the current cabling and infrastructure at the new site
- Weigh current wiring and electrical against your new requirements
- Assess existing equipment and network infrastructure in the context of your needs
- Determine the best locations for shared office equipment (copiers, etc.)
- Confirm existing server room capabilities (dimensions, security, environmental impacts)
- Decide if the new site supports your wireless networking and cabling needs

Assess Your Technology and Equipment

- Develop criteria and technical requirements list for your new location
- Integrate your company's future (3-5 years) expansion plans with your requirements
- Evaluate the capabilities of your current technology and equipment against your new needs
- Review your current network infrastructure to decide if it meets the demands of the new site
- Identify opportunities to optimize your network structure, improve speed or increase bandwidth
- Assess the feature functionality of your current phone system through the lens of current needs
- Investigate upgrading your phone system to a VoIP or new IP-PBX for enhanced capabilities
- Confirm the need for new phone numbers and add setting up call forwarding to your timeline
- Inventory equipment, listing what is leased, what is still useable and what should be retired
- Look for opportunities to consolidate services, increase efficiencies or areas to save money
- List all service contracts and identify contracts needing updates or termination due to your move
- Research and evaluate new communications solutions and providers
- Develop a list of new equipment to purchase within your budget
- Gather quotes from voice and data networking providers for new circuits and services
- Choose new providers and services as identified and make sure agreements are in place

Confirm Business Continuity Plan

- Finalize your move timeline and associated milestones
- Distribute a detailed list of activities and responsibilities for shut down and turn up
- Communicate regularly and widely as you get closer to the move
- Review your business continuity plan to make sure it covers move-related issues
- Add updates to your business continuity plan to include backup processes for the move
- Make sure you have backup copies of your company's data systems before the move
- Confirm your backup data is stored at a secure off-site data center
- Order new or overlap services for the move and confirm start/end dates
- Develop a timeline with your provider for switching your DNS to a new IP address
- Create a detailed test plan to ensure your new infrastructure and equipment is up and running
- Include time for testing new services and equipment in your schedule
- Schedule your IT and Telecom provider resources to be on-site Day 1 to support your team
- Establish a system to identify, assign, track and resolve issues as they arise