

Whether you're helping a client tackle a move or relocating to a new building, you'll need to implement a system to help you get organized and avoid potential disasters. This checklist, based on suggestions submitted by TechRepublic members, covers questions, issues, and advice relating to office relocations.

	Planning Item	Notes
	<b>Physical planning and mapping</b>	
<input type="checkbox"/>	Request a detailed copy of the floor plan that includes proposed furniture orientation.	
<input type="checkbox"/>	Review final space plans, including electrical and furniture placement.	
<input type="checkbox"/>	If modular furniture is being used, run the network cabling before the furniture is installed.	
<input type="checkbox"/>	Determine PC and printer locations in the new space.	
<input type="checkbox"/>	Determine the location of fax machines in the new space.	
<input type="checkbox"/>	Identify personal printers on the floor plan.	
<input type="checkbox"/>	Identify analog lines on the floor plan.	
<input type="checkbox"/>	Determine jack locations (on the furniture plan) for voice and data.	
<input type="checkbox"/>	Obtain bids for wiring (once floor plan is approved).	
<input type="checkbox"/>	Check to see if the doorways, access hallways, ramps, and the elevator doors are wide enough to accommodate your moving equipment.	
	<b>Teams</b>	
<input type="checkbox"/>	Establish move teams. For each team leader, establish a backup in case the original team leader is unavailable.	
<input type="checkbox"/>	Desktop team: Break down unused PCs and equipment and rebuild in the new location.	

<input type="checkbox"/>	Testing team: Visit each workstation after it's assembled and verify that everything is operational.	
<input type="checkbox"/>	Printer team: Install and configure all printers.	
<input type="checkbox"/>	Backup team: Take responsibility for the data (perform backups).	
<input type="checkbox"/>	Network team: Build racks and configure switches and routers.	
<input type="checkbox"/>	Review space plans and jack locations for all equipment with team leaders.	
<input type="checkbox"/>	Create an outline for each team member and vendor, as needed.	
<b>Labeling</b>		
<input type="checkbox"/>	If you use both analog and digital phone and network lines, make sure that everything is clearly labeled with an "A" for analog, "V" for digital phone lines, and "D" for network lines.	
<input type="checkbox"/>	All wiring should have permanent labels at both ends with information like room plate and jack numbers. Post a set of floor plans next to the patch panels with all of the room numbers and wall plate locations clearly identified.	
<input type="checkbox"/>	Label computers, boxes, binders, switches, keyboards, mice, etc., with destination information like room numbers and office locations. The information should be detailed enough so that whoever is installing the items can place them without having to ask where they go. One idea is to use different colored labels for each major location at the new office. At the new location, place the appropriate colored labels on the doors, door frames, and cubicles. If the building has several floors or wings, put groups of labels at intersections, stairwells, and elevators, with arrows pointing the way.	
<b>Cleaning</b>		
<input type="checkbox"/>	Moving is a good time to give your computers, keyboards, and monitors a good cleaning. Just prior to or right after the move, open the computer cases and blow out all the dust with a reversible vacuum cleaner. Use a compressed air bottle for keyboards and a safe screen cleaner for the monitors.	
<b>Wiring, cabling, phone, and Internet access</b>		
<input type="checkbox"/>	Schedule wiring according to the construction timeline for newly built structures.	
<input type="checkbox"/>	Identify the telephone and data cabling closet/room within the space.	
<input type="checkbox"/>	Identify the server location on the floor plan.	

<input type="checkbox"/>	Verify that the location of the server room is centralized to avoid the 100m Ethernet UTP length limit.	
<input type="checkbox"/>	Confirm minimum requirements for the server room, including room dimensions, electrical requirements (30 amp dedicated circuit), floor coverings, HVAC with alarm and separate thermostat, and dedicated space for tech equipment only.	
<input type="checkbox"/>	Evaluate cost and lead time in providing additional electrical service in the new location.	
<input type="checkbox"/>	Test all network and phone drops as soon as possible.	
<input type="checkbox"/>	Test all power outlets using a tester as well as plugging something in.	
<input type="checkbox"/>	Map the locations of the new desks—or new locations of existing desks—with your office manager(s) and use a mapping tool to estimate your cable sizes to avoid too-long or too-short cables.	
<input type="checkbox"/>	Plan for extra wiring drops. Put at least two to four drops on every wall of an office space. Run four strands of Cat5/5E cabling to every wall and terminate with RJ45s in a wall plate. In the computer room, group the four strands that correspond to the four jacks on the wall plate and then punch everything down on Cat5/5E patch panels.	
<input type="checkbox"/>	Be sure the backup batteries for phone switches and servers are all accounted for and installed according to schedule.	
<input type="checkbox"/>	If you have an 800 number, make sure your vendor is aware and ready for the cutover date and time. Test the new phone line several days before the move, leaving some cushion time for problems. The more complex the routing programming is on your 800 numbers, the more time and testing you need.	
<input type="checkbox"/>	Disconnect all leased lines, such as T1s, at the old location.	
<input type="checkbox"/>	Review programming/routing on the voice mail system. You may need to make changes there.	
<input type="checkbox"/>	Determine what type of Internet access is available at the new location. (Note: Lead time for a T1 line is often six to eight weeks.)	
<input type="checkbox"/>	If you have to change your ISP, you must also plan to change the DNS resolution for your company's Web addresses if you host it internally. If you change ISPs you'll have a change of IP addresses, so you will have to register the change with the DNS registry companies and time it right so that service is interrupted as little as possible. If your server IP addresses are not updated with the new DNS information, then Web and e-mail servers will have problems.	

<b>Equipment</b>	
<input type="checkbox"/>	Inventory existing equipment and hardware, including computers, monitors, printers, modems, servers, surge protectors, fax machines, data cables, network switches, copiers, firewalls, and the DMZ port.
<input type="checkbox"/>	Evaluate the need for new equipment.
<input type="checkbox"/>	Make a note of the lead time required for new orders to be filled.
<input type="checkbox"/>	Donate or make a plan to properly dispose of equipment that is going out of use.
<input type="checkbox"/>	Often, laptop users who disconnect their PCMCIA network cards will leave them behind. Be sure you have spares at the new office.
<input type="checkbox"/>	Review service calls for the past year and identify likely-to-fail parts. Have several of those parts on hand. Have spare cables and hard drives on hand.
<input type="checkbox"/>	Have a physical backup (bootable media) for all servers. Plan to transport the backup media separately from the truck moving the servers. It's not a bad idea to have two copies in two separate cars.
<b>Meetings and special communications</b>	
<input type="checkbox"/>	Identify key contacts at new and old locations.
<input type="checkbox"/>	Prepare a list of contact names, phone numbers, pagers, e-mail addresses, and cell phone numbers and distribute the list to all responsible parties. The list should include property management contacts, local telephone company, long distance telephone company, local computer support vendor, local telephone system vendor, telephone/data cable vendor, shipping representative, and Web site Webmaster. Store a printed copy in a safe, easily accessed location, like your car.
<input type="checkbox"/>	Ensure that the local staff contact will be onsite for deliveries or vendor access to the space prior to office opening.
<input type="checkbox"/>	Establish and inventory every telephone number to be moved.
<input type="checkbox"/>	Schedule a meeting with the local telephone vendor.
<input type="checkbox"/>	Schedule disconnects or additions of phone lines.
<input type="checkbox"/>	Transfer any ISDN lines.
<input type="checkbox"/>	Make sure that there are at least three analog lines available in the office on the day of the move.
<input type="checkbox"/>	Schedule activation time for new site.
<input type="checkbox"/>	Reconfirm move date with all vendors one month prior to move.

<input type="checkbox"/>	Have a team meeting to confirm roles and responsibilities.	
<input type="checkbox"/>	Update all pertinent information with your company's backup alarm system, office security systems, etc.	
<input type="checkbox"/>	Remind users to back up their own files onto the network or disks before the move.	
<input type="checkbox"/>	If any reconfiguration is necessary at the new site, script all steps whenever possible. Test the steps before the move. In writing this list, assume that end users will be doing the changes and make the script foolproof.	
<input type="checkbox"/>	Script the shutdown steps of all equipment.	
<input type="checkbox"/>	Check to see that service contracts on fax machines, PCs, servers, copiers, etc., are not voided if someone other than the contractor moves the equipment or preps the equipment for moving.	

### Revision History

Version: 2.0

Originally published: May 2003

Updated: February 2005