Office Relocation IT Checklist

Moving offices is a monumental task that requires meticulous planning and coordination, especially when it comes to your IT infrastructure. This checklist is designed to guide you through the necessary steps to ensure a seamless transition.

Pre-Move Planning

Network
- ○ Perform a network audit at the current location.
- ○ Design the network layout for the new location.
- ○ Inventory all current network hardware (routers, switches, etc.)
- ○ Decide on any new network hardware purchases.
- ○ Verify ISP options and availability at the new location.

Internet
- ○ Confirm the termination of the existing internet contract or transfer to the new location.
- ○ Select and contract a new internet service provider, if applicable.
- ○ Schedule the setup of the new internet service.

Computers
- ○ Inventory all computers, laptops, and other endpoints.
- ○ Back up all critical data.
- ○ Plan physical secure transport of all hardware.
- ○ Update software and security measures.
- ○ Label computers and their corresponding accessories for easy reassembly.

During the Move

Network
- ○ Disconnect all network hardware.
- ○ Securely pack all network hardware.
- ○ Oversee the safe transport of network hardware to the new location.

Internet
- ○ Verify successful termination or transfer of old internet services.
- ○ Confirm the successful setup of new internet services.

Computers
- ○ Disconnect and pack all computers and accessories.
- ○ Oversee the safe transport to the new location.

Post-Move Setup

Network
- ○ Install all network hardware (routers, switches, etc.)
- ○ Test network connections and speeds.
- ○ Configure firewalls, VPNs, and other security measures.

Internet
- ○ Test internet connectivity.
- ○ Validate speeds and reliability.

Computers
- ○ Reassemble all computers and accessories.
- ○ Test for hardware and software functionality.

Final Checks

- ○ Confirm that all systems are operational.
- ○ Conduct a security assessment of the new IT setup.
- ○ Document the new network for future reference.
- ○ Provide training for staff on any new systems or procedures.

By following this checklist, you'll minimize downtime and ensure that your new office is up and running as quickly as possible.