Office Move Checklist from RYMARK

Physical Planning

☐ Obtain a floor plan of your current office layout.
☐ Obtain a blueprint of your new office location.
☐ Create a proposed furniture orientation / office / conference room (Including audio visual) layout using blueprint obtained.
☐ Obtain approval on new layout.
☐ Obtain quotes on required build out at new location.
☐ Identify the telephone / server room at the new location.
☐ Determine PC and Printer Locations in new space. Most personal printers are more stable installed as a network device.
☐ Identify locations for all personal printers, workgroup printers, copiers and fax machines
☐ Determine which printers are owned and leased - contact leasing company for details and/or quote on moving leased equipment.
☐ Identify jack locations for voice and data.
☐ If modular furniture is being used identify the network cabling.
☐ Obtain bids for any work that is required based on current plans.
☐ Review final space plans and include electrical and furniture placement.
☐ Begin compiling costs for move budget.
☐ Evaluate new location to determine if there are any special limitations for movers.
☐ Assign each new office space with an identification number.
☐ Record all of the information you have learned.

Teams

☐ Identify co-workers to be team members on project team.
☐ Have a backup team member for anyone that may not be available.
☐ Establish a Computer Team – Responsible for all aspects of PC moves.
☐ Establish a Testing Team – Responsible for testing all workstations.
☐ Establish a Data Team – Responsible for ensuring all data is backed up.
☐ Establish a Printer Team – Responsible for installing and configuring all printers.
☐ Establish a Network Team – Responsible for all network equipment including testing.
☐ Establish an Audio-Visual Team – Responsible for all projectors, screens, displays, speakerphones & external microphones, etc.
☐ Establish an Employee Team – Responsible for communicating to employees and making sure all employee related issues are handled during move.
☐ Establish a Vendor Liaison – This person is responsible for interfacing will all vendors.
☐ Review all layout plans and jack locations for all equipment with team leaders.
☐ Create an outline for each team member and vendor as needed.

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Labeling for Move Day

☐ Label all analog lines with 'A', digital phone lines 'V', and data lines 'D'
☐ All wiring should be labeled with the device ID to which it belongs
☐ All wiring should be labeled with the location it will be moved in the new layout
☐ All computer and audio-visual equipment should be labeled with the identification number assigned to the new space
☐ Label all boxes and binders with the identification number of their new home
☐ Color code labels for items belonging in network rooms or other common areas. Each color should correspond to a unique common space in the new location. At the new location the color should be clearly present on the door or wall space next to the door for easier unpacking.
☐ Place each color on the building layout diagram you have created
☐ Ensure all team members are familiar with coding system
☐ Communicate color coding system to your moving company along with a copy of the layout

Wiring / Cabling / Phone / Internet / Etc.

☐ Evaluate phone system and telephony solutions. New technology can save you money and provide you with added features.
☐ Determine what type of Internet is available at the new location. If a T1 is required 6-8 weeks is often required notice.
☐ If the ISP is going to change from the current provider work with IT Service Provider to identify any changes that may be required (Email, Website, Ect.)
☐ Contact vendors for 800 numbers and schedule cutover date.
☐ Identify the telephone / server room at the new location and label it on the floor plan
☐ Identify conference rooms or other areas that will have additional audio visual needs and label them on the floor plan.
☐ Ensure that the new server room is centralized to avoid the Ethernet UTP length limit
☐ Confirm requirements for server room are met (electrical, cooling, dimensions, security, etc.)
☐ Schedule wiring according to project timeline and obtain outside consultant if required.
☐ Test both existing and new phone lines several days before the move.
☐ Identify cost and time constraints for wiring work.
☐ Document cost and time in project plan / project budget.
☐ Test all network and phone drops as soon as possible so problems can be corrected.
☐ Use layout of desks to estimate cable size requirements.
☐ Plan for any future configurations and wire leave additional wiring in each wall.
☐ Test all back-up batteries for phone switches and servers and take inventory of all items.
☐ Review the programming and routing on the voice mail system to make sure everything is working as it should.
☐ Disconnect all paid lines at old location

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Cleaning

☐ Moving is about the only opportunity you will ever have to completely clean all of the items that will be in your business. Take advantage of this time.
☐ Before electronic items are moved clean them with appropriate cleaner.
☐ Clean all office furniture prior to move.
☐ Clean all wall hangings prior to move.
☐ Clean all break-room / office kitchen items prior to move.

Computer Equipment

☐ Take a complete inventory of all existing equipment.
☐ Determine what moves and what should be sold or donated.
☐ Identify any new equipment that may be required.
☐ Document all cost for project budget along with estimated arrival dates for project plan.
☐ Have a physical backup (bootable media) for all servers.
☐ Have spare cables and other parts on hand.
☐ You should not transport the backup media in the moving truck. Carry that by hand and if possible have two copies in two separate locations.
☐ Review equipment repair orders and identify those items that are likely to have a problem on move day. Test those items first.
☐ Note that this may be an opportunity to upgrade your equipment and the associated software.

Meetings and Communication

☐ Create a contact list for move day and include all key personnel, vendors, etc. on this sheet. Provide copies of this contact list to all team leads.
☐ Local staff contact person should be identified and on-site for deliveries or vendor access to new location.
☐ Create a phone number list of all of the numbers being moved. Use this list to test that calls come into the correct locations in addition to making sure calls can go out.
☐ Schedule a conference call with telephone service providers. Review plan for move.
☐ Schedule disconnection date for old location.
☐ Reconfirm move date with all vendors at least 1 month prior to move. The week before the move make sure all vendors' date sensitive tasks are complete and move is still on track.
☐ Have a team meeting and confirm timelines are being met and roles and responsibilities are understood. Ensure everyone knows who to call if there is a problem.
☐ Update all important information with office security systems and providers.
☐ Have users back up all of their files to the network or to disks before the move.

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