IT RELOCATION CHECKLIST

mosaic IT

PLANNING

- Obtain new office floor plan ☐
- Create proposed office layout ☐
- Obtain quotes on office build out ☐
- Determine new server room ☐
- Determine PC & Printer locations ☐
- Identify personal printers ☐
- Identify analog & data lines ☐
- Identify jack locations ☐
- Identify network cabling ☐
- Review furniture placement ☐
- Review electrical placement ☐
- Compile costs for move budget ☐
- Identify limitations for movers ☐
- Assign desk identification ☐
- Record all your learnings ☐

ORGANISING

- Identify key move teams ☐
- Label equipment with ID numbers ☐
- Label wiring to match device ☐
- Label items with new location ☐
- Schedule wiring fit-out ☐
- Document cost and time ☐
- Test all network and phone drops ☐
- Use layout to estimate cable sizes ☐
- Plan for future configurations ☐
- Take inventory of all items ☐
- Contact vendors for 800 numbers ☐
- Disconnect paid lines at old office ☐
- Review voice mail routing ☐
- Determine internet availability ☐
- Review ISP change if needed ☐

EQUIPMENT

- Clean equipment before moving ☐
- Clean new desks ready for setup ☐
- Identify any required repairs ☐
- Determine items to sell or donate ☐
- Identify required new equipment ☐
- Create budget for equipment ☐
- Review equipment repair orders ☐
- Track estimated arrival dates ☐
- Keep spare cables on hand ☐
- Create physical server backups ☐
- Have a spare in separate location ☐
- Transport backups safely yourself ☐
- Set up equipment in new location ☐
- Have a team test the equipment ☐
- Test vital equipment first ☐

COMMUNICATIONS

- Create a contact list for move day ☐
- Provide contact list to team leads ☐
- Identify onsite staff contact on day ☐
- List phone numbers being moved ☐
- Test calls in/out to these numbers ☐
- Schedule telephone provider call ☐
- Review phone plan for the move ☐
- Schedule disconnection date ☐
- Confirm move date with vendors ☐
- Confirm team responsibilities ☐
- Update info with security systems ☐
- Update info with all providers ☐
- Have users back up their files ☐
- Save backups on the network ☐
- Keep staff informed of key dates ☐