

Office Relocation Checklist

When you have an office to move it is a full time project to manage on a lot of days and a constant to do list on days when it is not a full time project. Each office move is different and requires customisation based upon your business needs. We have taken some of the most common business moving tasks and put them together here for you to use.

Physical Planning

- ✓ Obtain a floor plan of your current office layout
- ✓ Obtain a blue print of your new office location
- ✓ Create a proposed furniture orientation / office layout using blue print obtained
- ✓ Obtain approval on new layout
- ✓ Obtain quotes on required build out at new location
- ✓ Determine PC and Printer Locations in new space
- ✓ Determine location of shared office equipment (i.e. fax machines)
- ✓ Identify personal printers on the floor plan
- ✓ Identify analogue lines on the floor plan
- ✓ Identify data lines on the floor plan
- ✓ 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, ask the mover to do this for you
- ✓ 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 back up team member for any one that may not be available
- ✓ Establish a Computer Team – Responsible for all aspects of PC moves
- ✓ Establish a Testing Team – Responsible for testing all work stations
- ✓ 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 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 with 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

Labelling For Move Day

- ✓ Label all analogue lines with 'A', digital phone lines 'V', and data lines 'D'
- ✓ All wiring should be labelled with the device ID to which it belongs

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- ✓ All wiring should be labelled with the location it will be moved in the new layout
- ✓ All computer equipment should be labelled with the identification label assigned to the new space
- ✓ Label all crates and binders with the identification number of their new home, your mover should provide you with labels.
- ✓ Colour code labels for items belonging in network rooms or other common areas. Each colour should correspond to a unique common space in the new location. At the new
- ✓ Location the colour should be clearly present on the door or wall space next to the door for easier unpacking.
- ✓ Place each colour on the building layout diagram you have created
- ✓ Ensure all team members are familiar with coding system
- ✓ Communicate colour coding system with your mover along with a copy of the layout

Wiring / Cabling / Phone / Internet

- ✓ Identify the telephone / server room at the new location and label it on the floor plan
- ✓ Ensure that the new server room is centralized to avoid the Ethernet UTP length limit
- ✓ Confirm minimum requirements for server room are met (electrical, cooling, dimensions, security, etc.)
- ✓ Schedule wiring according to project timeline and obtain outside consultant if required, 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
- ✓ Contact vendors for 0800 & 0845 numbers and schedule cutover date. Test the new phone lines several days before the move.
- ✓ Disconnect all paid lines at old location
- ✓ Review the programming and routing on the voice mail system to make sure everything is working as it should
- ✓ 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 changed from the current provider identify any changes that may be required to Company Website

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



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.

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.
- ✓ Inform all customers and key suppliers of the planned move and give an indication of any likely disruption.
- ✓ 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 calls come in to 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 time lines 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.

There are more things that you may identify as critical that can be added below:

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