Office Move Communications Checklist

- ✓ **Plan the date well in advance.**
    a. Network providers may be scheduling several weeks in advance so give yourself at least 2 months lead-time.
    b. Create a schedule for the move with deadlines on equipment and service lead-times.

- ✓ **Evaluate your equipment.**
    a. Is everything working optimally?
    b. If it has been some time since an update, a move is a great time to make changes to outdated infrastructure because you will be incurring installation cost either way.

- ✓ **How will your requirements be different in the new location?**
    a. How many phones / workstations will you need?
    b. Are the existing lines adequate or are additional lines needed?
    c. Speak with vendors about any new equipment, upgrades in service and timeframes.
    d. Visit the location with vendor for most accurate quote.

- ✓ **Prepare the Communications Equipment.** Once you have evaluated your options you will know what equipment is needed in the new location.
    a. Inventory equipment being moved.
    b. Plan for new equipment installation and timelines.
    c. Plan for the server room requirements based on existing and new equipment.
    d. Plan for retirement of equipment no longer needed.
        i. Does it need to be returned?
        ii. Does it need special recycling or disposal?

- ✓ **Protect Data.**
    a. Backup data locally and to the cloud to protect against any issue with move.
    b. Ensure a backup cloud server is available for critical systems.

- ✓ **Be on-site for installation.**
    a. Communication is key to an optimal set-up
    b. Your availability during this process needs to be a priority
        i. Issues can be addressed immediately.

- ✓ **Enjoy your new space!**
    a. Proper planning has helped to enhance this process.
    b. Make a note of feedback and lessons learned.