

✓ NEW OFFICE ✓ MOVE ✓ CHECKLIST



LOGISTICS



- > Current office address
- > Lease/sale date
- > Is the lease/sale finalized?
- > New office address
- > Date of move
- > Date of official office opening
- > Have you coordinated the move-date and transportation?
- > Do you need to coordinate for parking accommodations or passes at the new office?
- > How will you manage physical guest access to the building/office?
- > Do you have any large or managed printers that need to be moved?
- > Are you moving furniture? If so how long do you plan to have people working remote while it is installed.
- > Will you have a segmented move, a few departments at a time?
- > Who will be moving/installing the equipment?

INFRASTRUCTURE



- > Are there any concerns of existing services or ongoing contracts? Are you keeping current providers for any service?
This includes voice, internet, static IPs, fax, print.
 - If yes, can the existing provider service your new location?
 - If yes, have you planned for scheduled down time to complete the cutover?
- > Are you considering hosted voice? Have you thought of deployment pre-move?
- > Have you confirmed if there any union riser restrictions (if multi-tenant/floor)?
Including subcontractors - build permits and regulations
- > Are you replicating your current internal IP addressing scheme at your new office?
- > Is there any additional equipment needed at the new location?
This can include routers, switches, firewalls, access points (anything that needs a refresh or add-on)
 - Do you have PoE to the workstations, conference rooms, security cameras, etc.?
- > Will you have video surveillance throughout the office?
- > How do you plan to handle wireless access within the office?
 - Do you plan to segment guest wi-fi?
 - Do you need a managed solution?
- > Will you need structured cabling ran throughout the building/office?
- > Will you be using Cat5e, Cat6, Cat6a, etc.? Will there be IDFs throughout the office?
- > Are any conference rooms set-up and wired for the applicable equipment needed?
- > Are there specific audio/video needs in any of the conference rooms?

APPLICATIONS



- > Do you have servers on-site at your existing office?
Include compute, storage and applications
- > Are you moving these off-site or to the new office?
- > Do you have a company website and/or intranet?
 - If yes, where are these being hosted?
 - Will you be using any migration or replication services?
- > Do you have any cloud infrastructure today? AWS, Azure, Google, etc.. And are you leveraging Cloud Connects or Express Routes?
- > Are any on-premise applications migrating to SaaS applications before/during the move?
- > How do you handle remote user access? Including authorization and security

Book time with TBI Solution Engineers for further discovery.

[Book it now >>](#)