

OFFICE MOVE CHECKLIST

You can't afford to miss calls, emails, or opportunities due to system downtime.
Your IT infrastructure is vital to the operations of your company.
Use this checklist as a guide to ensure a smooth transition to your new location.

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Consultancy service

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Overview



Whether your IT department consists of a small team, or you have a Managed IT Provider who will do the work for you, it's vital that you plan each detail of your move precisely and far enough in advance. This is a checklist for some (but not all) of the things you should look at doing before, during, and after moving offices.

Be prepared right from the start and don't leave anything to the last minute. With our Office Relocation Checklist now you will be able to follow each section step-by-step. Everything from early planning, right up until your actual office move day.

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Plan Ahead (4-6 months)

Plan where you want desks & workstations situated in the new location.

Plan for where the server room/cabinet is going to be situated.

Find out where power points are around the new building and if any additional are required.

Where are the network points and are new points are needed.

Where do the network points terminate?

Test a some of the network points ensuring they are in good working order.

Where is your broadband going to enter the office? Is this located near the server room/cabinet?

Is there an PBX on site already? Does this meet with your requirements?

Check to see what internet speeds are available at the new location to ensure this meeting with demand.

Are the current telecoms points suitable?

Begin to plan how your informing your suppliers, customers and contacts of the move.



Not long now (2-4 months)

Do you require any additional office equipment and furniture?

Begin to work out seating and office plans to understand who is working where.

Plan to put in extra power points if you identified needing additional power.

Do workstations need additional power sockets?

Plan your providers for connectivity (Telephone and Internet)

Would a move offer an opportunity to change and update phone systems?

Have you considered SIP for connectivity?

Who will be supplying the new office for Gas & Electricity to avoid paying standard rates when moving?

Make updates to your website to reflect your up and coming move and approximate time frame.



Almost there (about 1 month to go)

Sign contracts for your new providers for connectivity (Telecoms and ISP)

Begin a backup process of your system and ensure they work.

Back up your servers and test them.

Keep all backups away from the office in a secure location.

Order new equipment, office supplies and furniture.

Send out letters telling people of your move.

Consider an email campaign to coincide with your move.

What about sending bulk texts to your contacts to inform them your about to move?

Order new stationary and business cards with the new address giving plenty of time to arrive.



The week before

Understand from your new ISP what your static IP address will be if required.

Double check all correspondence were sent to your contacts informing of the address change.

Place notices around the workplace where customers, contractors etc can see.

Where are the network points and are new points are needed.

Complete another full backup (Complete this the day before move)

Ensure the backup is kept off site and tested.

Consider a backup mail server while you move.

Begin to label equipment for users and their locations in the new office.

Advise employees of any seating/office arrangements in the new location.

Work out which employees are assisting with your move.

Make sure employees know where to report to on the day of the move.

If you have access to the new location consider moving low value difficult to move items over to the new office



Moving Day



Ensure you update your Domain Name Systems for your new IP address

Ensure mission critical equipment is moved 1st.

Start to move over all remaining equipment and furniture.

Have someone on hand to help set up work stations as well as the main servers.

Ensure you have spare cables to make necessary connections.

Cable where needed.

Set up the furniture.

Enjoy!



Solutions for Your Business



It's all about putting plans into action and getting results. Aonix Limited know a thing or two about this and will project manage the solution from conception, through to implementation, through to support.

By applying our expertise and knowledge we can enable you to communicate and collaborate more effectively, more productively and more professionally than before.



Data Analytics

Business intelligence
Marketing analytics
Communications analytics
Customer relationship
score
Mobile reporting

Telecommunications / Networks

Hosted systems
On premise systems
Mobiles
Fixed lines and calls
Broadband, Leased Lines

Systems Integration

CRM, ERP, EPOS
Integration
Systems development
Apps

Business Consultancy

Strategy
Process
People
Technology
Benchmarking
Performance Management

Marketing / Media

Market Research
Domain names
Website design
Hosting
Brand Management
Creative



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