

# How To Manage A Successful Office Move

A Helpful Checklist from The Fulcrum Group



This White Paper is brought to you by your friends at The Fulcrum Group, Inc.



# Moving offices can be a pain. We've broken it down for you.



The chaos that an office relocation can bring – including the break down, transfer and setup of communications resources such as servers and network equipment, desktop computers, printers and copiers, telephone and fax systems, security systems and more – well, it can simply be overwhelming, not to mention costly (especially if mistakes are made) and complex (if all service providers aren't on the same page).

But it is just a process, and like any process, it can be broken down into a series of manageable tasks.

To help attack these tasks in a cool, efficient manner, we've provided a checklist for you, in the case a new business location might be looming in your near future...

## OFFICE MOVE CHECKLIST

### □ Assess Your Current Layout

1. *Make an inventory list of all current communications equipment.* Consider labeling all equipment to ensure everything makes it to its proper location.
2. *Make a list of quantities of each item.* Include number of phones, number of computers, number of printers, number of security cameras, number of fax/copy machines, etc.



### □ MAP OUT LAYOUT OF NEW LOCATION

1. *Get a floorplan drawn out on paper that can be copied.*  
On larger projects, get copies of blueprints.
2. *Map out where all office equipment will be located.*  
Using your inventory list, so nothing gets left out, draw out where each item will be placed in the new location.
3. *Plan out any changes you intend to make.*  
Make plans for any new office equipment or any existing equipment that will be taken out of service. Be sure to plan for future growth and expansion.



□ **DO A WALKTHRU AT THE NEW LOCATION**

1. *Determine all new and reusable cabling.*

If your new location was previously occupied by another business there may be reusable cables in place that can save your company lots of money.

2. *Determine the cost of cabling.*

Knowing exactly what your cabling needs are ahead of time can save you time and headaches. Remember, the cabling needs to be in place *before* the move.

□ **PLAN AHEAD FOR THE MOVE**

1. *Set a date.*

Get everyone on the same page.

2. *Contact utility providers.*

Schedule the move with your internet and telephone service providers. It is usually a good idea to schedule some lap over time where service will be on simultaneously, at both locations, for a few days so you don't have any downtime – and you have a little flexibility in case of any glitch in the moving plans.

3. *Schedule the movers.*

Know exactly who's moving what, from where, to where – and when. Plan this step with the least amount of downtime possible.

□ **EXECUTING THE MOVE**

1. *Backup all computers.*

Make sure your staff backs up all their files on final day of business at the old location. Remember to do any server backups or cloud-based backups now.

2. *Move all equipment to the new location.*

Whether you hire a professional for this step or take it on yourself, it is very important to properly shut down all equipment, properly pack it for transport, and take much care in how this fragile equipment is handled.

3. *Reconnect all equipment.*

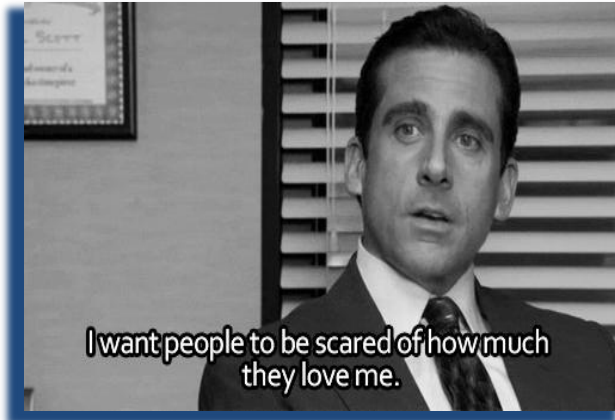
Make sure all patch cables and power cords are moved along with corresponding equipment and reconnected properly at the new location.



□ **TEST ALL SYSTEMS**

1. *Power up all systems and test them one at a time.*

Make sure all interconnected systems are powered up in the correct sequence.



We hope we've provided you with a less painful way to face an office relocation.

We work for the best case scenario for you, your employees and your customers – and for the first day at your new location to be a frustration-free, seamless transition.

Be sure to check out the Office Move page on our website at <http://www.fulcrum.pro/office-move/> for additional resources and the solutions we offer to assist you with your office move.

As always, if you have any questions or would like to speak to someone in person, feel free to contact us at The Fulcrum Group, today!

