

FREE Office IT Relocation Checklist (PDF)

Never forget a critical IT task before moving your office.

1. 2–3 MONTHS OUT: INFRASTRUCTURE & VENDOR COORDINATION

- ☐ **Audit New Office Cabling & Power Capacity**
Review network drop locations, server room ventilation/cooling, and UPS power outlets at the new premises.
- ☐ **Order Leased Line / High-Speed Internet Early**
Notify ISPs and telecoms providers 60–90 days ahead to ensure fiber installation and static IP allocation before move-in day.
- ☐ **Create Complete Hardware Inventory & Serial Log**
Document every PC, monitor, server rack, firewall, switch, and peripheral with department tagging and user assignments.

2. 1–2 WEEKS OUT: BACKUPS & NETWORK PREPARATION

- ☐ **Perform Full Cloud & Offline Redundant Backups**
Run complete server and database backups; verify restoration integrity before disconnecting any physical storage units.
- ☐ **Procure Anti-Static Bags & IT Transit Crates**
Acquire anti-static bubble wrap, color-coded cable ties, foam monitor covers, and numbered security crates.
- ☐ **Update DNS, VoIP & Remote Access Routing**
Prepare VoIP phone system re-routing, adjust DNS TTL settings, and ensure staff can access cloud platforms remotely.

3. MOVE EVE & MOVING DAY: DISCONNECTION & SECURE TRANSPORT

- ☐ **Sequential Server & Equipment Shutdown**
Power down servers, firewalls, and storage arrays systematically in accordance with vendor protocol.
- ☐ **Label & Bag Workstation Cables**
Bag and tag each employee's keyboard, mouse, power cables, and monitors corresponding to their numbered desk crate.
- ☐ **Secure & Supervise Transit of High-Value Hardware**
Transport sensitive server hardware and critical data media in secure, climate-controlled vehicles with dedicated supervision.

4. DAY 1: RECOMMISSIONING & USER ACCEPTANCE TESTING

- ☐ **Power On & Validate Core Server/Network Infrastructure**
Boot core switches, router, firewall, and primary domain controllers first; verify active WAN connectivity and VPNs.
- ☐ **Deploy Workstations, Printers & VoIP Phones**
Connect desktop peripherals at assigned desk locations and test local network printing and phone extensions.
- ☐ **Run End-to-End User Verification & IT Helpdesk Standby**
Test email feeds, shared drives, and business software suites; have on-site IT support ready for staff arrival.

COMMERCIAL IT RELOCATION TIP FROM SAMEDAY REMOVALS

Commercial internet leased lines typically require 60 to 90 days lead time for installation and testing. Always order your new ISP connection the moment your office lease is signed to ensure zero downtime on Day 1!