



Successfully Relocating Your Network During an Office Move



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Seamlessly Transition to Your New Office Network

Introduction

Moving an office is stressful. This stress is compounded if IT problems occur during the move.

Tech To U has created a checklist of activities to plan and execute your move to ensure a smooth transition. Before you review the check list – consider our five recommendations to avoid IT complications during the move.

Recommendation #1: Inform Your IT Vendor

Inform your IT vendor and any technology related vendors (e.g., internet, phones) that you are planning a move. They will be your allies throughout the process and can help you save time, money and avoid stress.

Recommendation #2: Network Assessment at New Office

Perform an on-site network assessment at the new office to evaluate server room requirements (network, power and air conditioning); check all network and power connections; and evaluate requirements for your wireless network and ISP availability. Make sure the new office meets all requirements to move your current setup and will also satisfy future needs.

Recommendation #3: Rethink IT Strategy

Take advantage of the move to rethink your IT strategy and develop a plan to address future needs.

Recommendation #4: Backup & Continuity

Before moving, make sure you have a backup and business continuity plan in place to avoid data loss. Better to be safe than sorry.

Recommendation #5: Scheduling

Schedule time with your moving company well before your move to coordinate efforts and avoid disrupting each other during the move.



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IT Relocation Checklist

I. Review Current IT Setup and future needs

- Review your existing network setup with your IT team
- Identify IT requirements for your new office (users, workstations, phones, printers etc.)
- Check existing backups and perform Data Protection and Business Continuity planning to avoid risk of data loss or damage to network devices

II. Evaluate the New Site

- Obtain a floor plan for the new office and have your IT team evaluate cabling and infrastructure setup requirements
- Determine if the new site will support the existing wireless network - if not, examine wireless network upgrade options
- Make sure server room in the new office meets all your requirements (security, environmental impacts, cabling, power, air conditioning, etc.)
- Confirm your ISP's availability at the new site - look for alternative service providers if required
- Gather all required quotes for work required at the new office

III. Confirm Business Continuity Plan

- Make sure all requirements for the new office location are addressed
- Confirm the moving schedule with all users and inform them about expected down time for network services
- Confirm you have backup copies of your data stored locally and at offsite locations
- Perform data recovery testing to ensure all data is recoverable
- Label all cable connections and create a network layout for the current network setup
- Test phone and data lines at the new office to avoid any delays during the move - schedule your provider to forward phone lines temporarily if required
- Create a detailed test plan you will carry out to ensure your network is up and running after relocating

IV. Relocating your Network and IT

- Check all your equipment and confirm all recent backups are completed successfully (take your time to test backups - the extra effort is worth it)
- Properly shut down all physical devices before moving them
- Setup your server room first in new office and make sure all network devices are installed properly
- Setup workstations, printers and phones; and confirm all devices are connected to your network and communicating properly
- Double check all network and power connections are functioning
- Work with your ISP to update any required DNS entries for your web server, email server, etc.

V. New Office-Testing

- Ensure that all devices and services are up and running
- Check email flow for both incoming and outgoing emails



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- Test the phone system to ensure phone and fax services are working
- Perform tests on all servers and ensure all resources are accessible
- Double check your website, internet access and access to local resources to confirm that everything is setup properly at new office
- Have someone onsite for the first day after the move to support users and help them to resolve any issues; ensure they are accessible to resolve issues quickly

If you need assistance with a coming office move, contact us to ensure you avoid IT disruptions and maintain employee productivity during the move.



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About Tech To U

Tech To U provides IT services to Small & Mid-Sized Businesses headquartered in Calgary. Since 1997, we've helped clients minimize business disruption and increase their operational efficiency to:

- Reduce long term IT costs
- Maximize employee productivity
- Achieve a competitive edge with technology

Core Services

NETWORK AND IT MANAGEMENT. Building secure, reliable computer networks, creating disaster recovery plans and providing responsive IT support with local professionals.

CUSTOM BUSINESS APPLICATIONS. Software designed to fit how you work so that staff is more productive and you can manage your business better.

HOSTING AND CLOUD SERVICES. Minimize risk and benefit from modern cloud infrastructure, hosting and online productivity services.

IT CONSULTING. In-depth expertise in networking and cloud infrastructure, Microsoft Technologies, virtualization, collaboration and business productivity solutions.

Tech To U is here to help resolve your immediate IT-related challenges. We encourage the building of a long-term partnership so you embrace technology instead of being frustrated by it. Contact us for a complimentary consultation to get started.