Office Move IT Checklist

1 Call Your IT Provider

- Notify your IT team as soon as you begin planning or touring potential spaces.
- Contact your VoIP vendor, printer vendor, and other third-party vendors that will assist with moving their services to the new location.

2 Schedule Site Survey

- Evaluate cabling needs (network, phones, access points, access control, cameras).
- Identify ideal locations for switches, firewall, and network rack/closet.
- Map wireless access point placement for full coverage.
- Confirm adequate power, ventilation, and space for networking equipment.
- Review floorplan for user count, workflows, and future growth.
- Coordinate with cabling, security, and general contractors.

3 Confirm & Schedule Internet

- Contact ISPs early — installation can take weeks or even months.
- Compare service options (speed, reliability, SLA).
- Ensure internet service will be active before employees move in.
- Verify the ISP handoff location matches your network closet placement.

4 Plan Low-Voltage Cabling

- Install CAT6+ cabling for workstations, printers, VoIP phones, WAPs, and conference rooms.
- Confirm cabling routes avoid electrical interference.
- Label patch panels and jacks for organized future management.

5 Network & Security Hardware

- Identify whether you need new switches, firewall, access points, or racks.
- Determine if your business needs PoE switches for phones or cameras.
- Plan for UPS (battery backup) for firewalls, switches, and servers.
- Validate that security requirements (HIPAA, SOC 2, etc.) will be met in the new setup.

6 Conference Room & A/V

- Plan locations for TVs, cameras, microphones, speakers, and table connectivity.
- Verify power and cabling needs for each meeting space.
- Test Zoom/Teams/Webex equipment before the office is occupied.

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7 Phone Systems

- Ensure VoIP phones or softphones will work with the new layout.
- Confirm the number of phone drops required.
- Plan the cutover date and test calling ahead of move day.
- Update the VoIP system with your new physical address (E911 compliance).

8 Security & Access Controls

- Plan for badge readers, security cameras, and alarm panel connectivity.
- Ensure access control and cameras have reliable network and PoE support.
- Confirm equipment placement with your security vendor and construction team.

9 Equipment Relocation

- Inventory which equipment is moving: PCs, monitors, printers, servers, phones.
- Identify outdated hardware that should be replaced instead of moved.
- Order new equipment early to avoid supply chain delays.
- Label devices by employee/department for easy setup on arrival.

10 Pre-Move Testing

Before employees arrive, test:

- Internet connection
- Firewall, switches, and WAPs
- Cabling and data drops
- Wi-Fi coverage
- Printers and copiers
- VoIP phones or softphone configurations
- Access Control
- Cameras

11 After Move-In

- Verify all users can log in and access shared systems.
- Confirm printing, scanning, and calling functions.
- Review WAP coverage and adjust if needed.
- Update documentation (IP scheme, switch ports, asset lists).
- Wi-Fi survey for documentation

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