



COMPUTER TIES IT RESOURCE CENTER • PROJECT CHECKLIST

Office Move Technology Checklist

Everything technology-related that needs to happen when you move, expand, remodel, or open a new location.

FILLABLE PDF

Type into any field, then save or print a copy.

EDITION

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QUESTIONS?

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Most of a move goes fine. The furniture arrives, the boxes get unpacked, and somebody finds the coffee maker. Then somebody tries to get online.

Almost every painful office move comes down to the same handful of things, and nearly all of them are things that had to be ordered weeks earlier. This checklist exists mainly to get those started on time.

If you only take one thing from this page

Order the internet service first, before anything else. It is the single longest lead time in the whole project and the one nobody can speed up for you. Depending on the building and the provider, getting a business line installed at a new address can take anywhere from a couple of weeks to a couple of months. Everything else on this list can be rushed. That one cannot.

The words you will hear, and what they actually mean**Lead time**

The gap between ordering something and being able to use it. On a move, lead time is the whole game. Everything else is schedulable; circuits are not.

Demarcation point (the demarc)

The spot in the building where your provider's responsibility ends and yours begins. The water meter of your internet connection. Knowing where it is tells you how far your own cabling has to run.

Structured cabling

The permanent network wiring in the walls and ceilings, run properly and labeled at both ends. The plumbing of the building. Cheap before the drywall goes up, painful afterwards.

PoE (Power over Ethernet)

Sending power and data down one cable, so a camera, phone, or Wi-Fi unit on a ceiling does not also need an outlet up there.

UPS (uninterruptible power supply)

A battery that keeps equipment alive through a brief cut and lets it shut down cleanly through a long one.

1 Rough Timeline

When	What needs to be happening
As soon as the space is signed	Order internet service for the new address. Check what is already in the building. Ask the landlord what you are allowed to install.
8 weeks out	Walk the space and decide where equipment lives. Plan cabling and power. Get quotes for anything that has to be installed.
6 weeks out	Order any new equipment. Book the movers and your IT help for the same days. Tell your phone provider.
4 weeks out	Cabling and power work done. Confirm the internet install date in writing. Start updating your address everywhere it appears.
2 weeks out	New location network equipment set up and tested if possible. Confirm everyone knows the plan for the move weekend.
1 week out	Label everything. Confirm the internet is live at the new address. Sort out who has keys and access on move day.
Move day	Disconnect, transport, reconnect, test. Have a written list of what has to work by Monday morning.
The week after	Fix the leftovers, update the last of your listings, and cancel service at the old address.

2 Internet and Phone Service

- ☐ Find out what is already installed in the new building before you order anything.
Sometimes the previous tenant left service in place and you can reuse it. Sometimes there is nothing at all, and that changes your timeline completely.
- ☐ Order the new service, and get the install date in writing.
- ☐ Ask whether the install needs anything from the landlord or the building.
Roof access, a shared equipment room, or permission to run cable through common areas can all add weeks.
- ☐ Arrange an overlap: keep the old service running for a week or two after you move.
Canceling the old line the day you leave is how businesses end up with no internet at either address.
- ☐ Decide whether you need a backup internet connection, especially if you cannot take card payments or serve customers without one.
- ☐ Tell your phone provider the move date and confirm your numbers are moving with you.
- ☐ Check that anything using the phone line still works: fax, alarm, elevator phone, credit card terminal.
- ☐ Confirm what your internet provider actually supplies and what you have to supply yourself.

3 The New Space

Walk the space with a floor plan and mark where things will physically go. This half hour prevents most of the expensive surprises.

- ☐ Decide where the equipment room or closet is, and check it can be locked.
It also needs to stay cool. A closet with no airflow will cook your equipment in summer.
- ☐ Confirm there is enough power in that spot, on the right kind of circuit, and enough outlets at every desk.
- ☐ Count the network outlets in each room and compare with what you actually need.
Include desks, printers, cameras, door readers, TVs, and anything on a wall.
- ☐ Get cabling quoted and installed before the furniture arrives. It is far cheaper in an empty room.
- ☐ Check where Wi-Fi needs to reach, including conference rooms, the warehouse, upstairs, and outside if it matters.
- ☐ Ask the landlord in writing what you are allowed to drill, mount, and run cable through.
- ☐ Plan for battery backup on anything that must not lose power suddenly.
- ☐ Make sure the equipment room is not somewhere that floods, leaks, or shares a wall with a sink.

4 Computers, Printers, and Desks

- ☐ Decide what is moving and what is being replaced.
A move is the natural moment to retire the machines you were already arguing about.
- ☐ Order anything new far enough ahead that it arrives and gets set up before the move, not after.
- ☐ Label every cable, monitor, dock, and power supply with the desk it belongs to.
Nothing wastes more time on the far end than a box of unlabeled cables.
- ☐ Photograph the back of anything complicated before you unplug it.
- ☐ Back everything up before the move, and check the backup actually worked.
- ☐ Sort out who is physically responsible for the computers in transit.
- ☐ Plan where printers and copiers go, and confirm the network and power reach those spots.
- ☐ Make sure people who need to keep working during the move have laptops and a way to connect.

5 Cameras, Doors, and Alarms

- ☐ Decide whether the existing camera and door systems are moving with you or being replaced.
- ☐ Check whether the new building already has anything installed, and whether you can take it over.
You will usually need the landlord's cooperation and whatever paperwork the previous installer left behind.
- ☐ Plan camera positions before cabling goes in, since moving a camera later means new cable.



- ☐ Sort out door hardware, readers, and who gets access to what.
- ☐ Arrange the alarm system, monitoring service, and who holds the codes.
- ☐ Confirm your recordings are kept for as long as you need, and that they survive the move.
- ☐ Collect keys, fobs, and codes for the old space, and cancel them.

6 Everywhere Your Address Appears

This is the part that quietly costs you business for months afterwards. Work through it deliberately.

- ☐ Your website, including the contact page and the footer.
- ☐ Your Google Business Profile, Bing, and Apple Maps.
These drive how people find you. An old address here sends customers to an empty building.
- ☐ Facebook, LinkedIn, and any other social accounts.
- ☐ Email signatures for everyone.
- ☐ Invoices, quotes, purchase orders, and statements.
- ☐ Letterhead, business cards, brochures, and signage.
- ☐ Your bank, insurer, accountant, and payroll provider.
- ☐ Suppliers, and anyone who ships to you.
- ☐ State and local registrations, licenses, and anything you file.
- ☐ Directory listings and any trade or chamber memberships.
- ☐ Whoever handles your mail forwarding.

7 Move Weekend

- ☐ Write down what has to be working by the first morning, in order.
Usually: internet, phones, email, the one program the business runs on, then printers. Everything else can wait.
- ☐ Have one person who is making the decisions, and make sure everyone knows who that is.
- ☐ Have contact numbers for the internet provider, the phone provider, the movers, and your IT help, on paper.
- ☐ Test the internet at the new address before the computers arrive, not after.
- ☐ Set up and test the equipment room first, then the desks.
- ☐ Test printing, scanning, and phones before everybody goes home.
- ☐ Walk the old space one last time for cables, adapters, and the things left in drawers.



8 The Week After

- ☐ Go desk to desk and ask what is not working. People will not report small things on their own.
- ☐ Check Wi-Fi in the places you were unsure about.
- ☐ Check that backups are still running from the new location.
- ☐ Check that cameras are recording and that anyone who needs to view them can.
- ☐ Confirm calls, voicemail, and faxes are all arriving.
- ☐ Cancel the old internet and phone service, once you are sure you no longer need it.
- ☐ Return or dispose of any equipment that belonged to the old provider.
- ☐ Update your notes so the new setup is written down somewhere.

9 Key Dates and Contacts

Lease starts

Move date

Internet ordered on

Internet install date

Phone move date

Cabling scheduled

First day of business at the new address

Old service canceled on

Who	Company	Phone	What they are handling



About this checklist

This is general planning guidance and does not replace advice from your landlord, your service providers, your insurer, or anyone responsible for building code, fire, or accessibility requirements at your new location.

Moving, expanding, or opening a second location?

Computer Ties supports the technology side of office moves across southern Michigan: planning the space, getting cabling and network equipment in before the furniture arrives, coordinating with your internet and phone providers, and setting equipment back up at the other end so Monday morning works. The earlier we are involved, the fewer surprises there are.

NEW PROJECTS AND PLANNING

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EXISTING CUSTOMER SUPPORT

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