



Office Moving Checklist - Phones / Internet / IT Equipment

Planning and Preparation

The more planning and preparation you do at the start, the easier your actual move will be. We're going to start by creating floor plans, equipment lists, and assigning the new office rooms with unique numbers. Use those unique numbers to then assign equipment to the rooms, when it comes time to move, everything will have a place to go.

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| <input type="checkbox"/> Draw a floor plan of your existing location | <input type="checkbox"/> Label where everything will go on the plan |
| <input type="checkbox"/> Mark all of your equipment on the plan | <input type="checkbox"/> Label Voice and Data Ports |
| <input type="checkbox"/> Create a list of equipment from the plan | <input type="checkbox"/> Label Each Room with a Unique Number |
| <input type="checkbox"/> Draw a floor plan of your new location | <input type="checkbox"/> Assign/Label Equipment with Room Numbers |

Internet and Phone Services

You want your move to be as smooth as possible. If you're working with a single voice/data partner, they can help coordinate your move with the carriers for you. Inform them of your move dates, and they'll help find out what carriers are available at the new location, start the porting process if needed, and transfer your service to the new location. **If you are doing this by yourself, it's important to remember that Carriers require a lot of notice time for transferring and porting your existing services/numbers to other carriers.**

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|--|---|
| <input type="checkbox"/> Create a list of all existing carriers | <input type="checkbox"/> Contact new carriers to order services |
| <input type="checkbox"/> Create a list of IP addresses and phone numbers | <input type="checkbox"/> Schedule disconnection and port dates |
| <input type="checkbox"/> Inform all of your carriers of your move date | <input type="checkbox"/> Schedule any installations at new location |
| <input type="checkbox"/> Obtain carrier availability at new location | <input type="checkbox"/> Confirm all dates at least 1 month before moving |

Time for a change?

Moving office locations can be the best time to make a change in your company. It's a great time to upgrade equipment, change to a better service provider, or begin a new relationship with a voice/data partner who can help you not only with ensuring your move is smooth and successful, but can also help propel your business by providing new services as well. Here is a list of services/equipment to consider upgrading to at your new location.

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|---|--|
| <input type="checkbox"/> Switches | <input type="checkbox"/> SIP Trunking |
| <input type="checkbox"/> Routers | <input type="checkbox"/> Hosted VoIP |
| <input type="checkbox"/> Firewalls | <input type="checkbox"/> Desk Phones |
| <input type="checkbox"/> PBX or other on premise phone system | <input type="checkbox"/> Computers and Servers |

Moving Week!

Moving week has finally arrived - time to double check everything.

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|--|---|
| <input type="checkbox"/> Confirm port and disconnect times | <input type="checkbox"/> Setup your server room |
| <input type="checkbox"/> Test all data/voice ports at new location | <input type="checkbox"/> Connect computer and desk phones |
| <input type="checkbox"/> Distribute copies of equipment list & assignments | <input type="checkbox"/> Test internet and all ported phone numbers |
| <input type="checkbox"/> Move everything over | <input type="checkbox"/> Train employees on any new equipment |