Technology MOVE Checklist

Before the Boxes: *A Smooth Move Starts with a Plan*

The more planning and preparation you do at the start, the easier your actual move will be.

OneVoice will coordinate with your IT Department or IT Company for many of these items.

We suggest that you create floor plans, generate detailed equipment lists, and assign offices/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.

1. PLANNING AND PREPARATION

Business & Location Assessment

- [ ] Confirm new office address, suite numbers, and occupancy date.
- [ ] Review current telecom contracts for terms, renewals, and disconnect rules.
- [ ] Identify all current services: Internet, Toll, SIP, UCaaS, POTS, Fax, etc.
- [ ] Confirm new building MPOE (Minimum Point of Entry) and riser access requirements.

Infrastructure Requirements

- [ ] Check for fiber availability at the new location (DIA/Ethernet handoff options).
- [ ] Check carrier availability at the new location (this may not line up with your existing services).
- [ ] Request site survey if needed.
- [ ] Plan MDF/IDF buildout (racks, cooling, power, grounding).
- [ ] Coordination with team members (Architect, Contractor, IT) to determine cabling locations.

OneVoice can check availability at no cost with no obligation

Time for a Change?

Moving office locations can be a good time to evaluate changes that could benefit the business. Utilize this time to upgrade equipment, change to a better service provider, or engage a new service/technology that can help propel your business forward.

Services and equipment to consider at your new location include:

- DIA
- SIP Trunking
- Hosted VoIP
- UCaaS
- Phones
- Servers
- Computers
- A/V Equipment
- Switches
- Routers
- Firewalls
- Wireless Access Points
- PBX

2. ORDERING & DEPLOYMENT

TIMELINE: *Order Signed ~ 60–120 Days Before Move (estimated)*

Telecom & Internet Services

- [ ] Submit orders for fiber/DIA (longest lead times).
- [ ] Order SIP trunks, UCaaS seats, VoIP (if applicable).

Telecom & Internet Services *(continued)*

- [ ] Order SD WAN or firewall hardware as needed.
- [ ] Schedule installations at new location.
- [ ] Schedule disconnection of existing services.
- [ ] Schedule port dates to move phone numbers.

Cabling & Low-Voltage

- [ ] Approve cabling maps (Cat6/Cat6A, fiber, WAP locations)
- [ ] Low Voltage permit (if required).
- [ ] Schedule cabling installation before furniture arrives.
- [ ] Confirm labeling requirements for patch panels and drops.

Hardware Preparation

- [ ] Configure switches, firewalls, APs etc..
- [ ] Prepare phones or softphone deployments.
- [ ] Confirm power needs for all hardware (UPS systems, power strips).

3. PRE-MOVE VALIDATION

Circuit & Network Testing

- [ ] Validate fiber/DIA turn up.
- [ ] Test bandwidth throughput.
- [ ] Confirm firewall rules and NAT policies.
- [ ] Test SD WAN failover (if applicable).

Voice & UCaaS Testing

- [ ] Confirm all numbers are assigned or ready for porting.
- [ ] Test call flows: auto attendant, IVRs, queues, ring groups.
- [ ] Validate voicemail, call recording, hunt groups.
- [ ] Update and test E911 location data.

General IT Testing

- [ ] Check Wi Fi coverage across entire floorplan.
- [ ] Confirm VPN access.
- [ ] Test printers, scanners, shared drives, and authentication.

Experience Matters

Working with a moving company that is experienced in technology relocations ensures that sensitive equipment is handled, transported, and reinstalled properly.

Engaging an experienced technology partner can provide valuable guidance during an office move. The right partner helps assess requirements early, coordinate timelines across multiple providers, and proactively address potential gaps, reducing the risk of downtime or last minute surprises.

4. MOVE CLOSEOUT

Final Validation

- [ ] Backup configurations for all network devices.
- [ ] Stage and label all hardware for easy setup.
- [ ] Set up core network gear first *(firewall → switches → APs).*
- [ ] Confirm Internet is stable and routing is correct.
- [ ] Test inbound/outbound calls.
- [ ] Validate conference room systems.
- [ ] Perform full end to end test: voice, data, Wi Fi, VPN.
- [ ] Confirm E911 address routing is correct for all devices.
- [ ] Update internal documentation, network diagrams and receive test results from cabling vendor.

Disconnects & Billing

- [ ] Submit disconnect orders for old circuits (avoid double billing).
- [ ] Return any carrier provided equipment.
- [ ] Update accounting with new telecom billing structure.

Internal Communication

- [ ] Distribute user guides for phones/softphones.
- [ ] Notify staff of any temporary limitations.
- [ ] Provide helpdesk with updated troubleshooting paths.
- [ ] Know who to contact for customer care.