RELOCATE YOUR OFFICE PROJECT PLAN eBOOK

Office Relocation Checklist
A quick checklist to get your business moving.

By Joshua Reeve

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Technology | Data | People

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Relocation time

Relocating your business is a major project involving coordination with Removalists, Cablers, Office Fabricators, Electricity Suppliers, Network and Internet Service Providers to name a few. Working with a professional business that can manage the relocation of all your business IT and communication services will relieve a lot of the stress involved in relocating your business.

Start discussions with us early at the design stage to ensure that all the necessary cabling, IT and communication infrastructure is in place at the new premises as part of your planning. Get the right advice on the communication services your business requires at the new premises, whether it would be better to upgrade to IP Telephony instead of cabling in old technology.

Getting good quality advice and partnering with businesses that provide experienced, professional service is paramount to a smooth transition into your new office space.

Each office move is different and requires customisation based upon your business needs. We have taken some of the most common business moving tasks and put them together here for you to use.

Some tasks just take time, allow your business at least 4-6 months to move your business. This is because a lot of the work involved is with external business partners and the final stages require communication to your customers. Failing to do this effectively with resut in customers not being able to reach you, email and telephoner lines not connected in time, and confusion for your fellow staff members.

Establish a team of employees to manage the business relocation

- Identify co-workers to be team members on project team
- Have a back up team member for any one that may not be available
- Establish a IT Team – Responsible for all aspects of IT & Printing
- Establish a Testing Team – Responsible for testing all work stations
- Establish a Data Team – Responsible for ensuring all data is backed up
- Establish an Employee Team – Responsible for communicating to employees
- a Vendor Liaison – This person is responsible for interfacing will all vendors
- Create an outline for each team member and vendor as required

Establish a team of employees to manage the business relocation

- Obtain a floor plan of your current office layout
- Obtain a blue print of your new office location
- Create a proposed furniture orientation / office layout
- Obtain approval on new layout
- Obtain quotes on required build out at new location
- Determine PC and Printer Locations in new space
- Determine location of shared office equipment
- Identify personal printers on the floor plan
- Identify analog lines on the floor plan
- Identify data lines on the floor plan
- Identify port locations for voice and data
- Obtain quotes for work that is required based on current plans
- Review final space plans
- Begin compiling costs for move budget

03
IT & Office Equipment

- Identify the best location for the telephone / server room
- Ensure that the new server room is centralised to avoid cable length limit
- Confirm minimum requirements for server room are met
  (electrical, cooling, dimensions, security, etc.)
- Schedule wiring according to project timeline
- Identify cost and time constraints for wiring work
- Document cost and time in project plan / project budget
- Test all network and phone drops as soon as possible
- Use layout of desks to estimate cable size requirements
- Plan for any future configurations and wire leave additional wiring in each wall
- Test all back-up batteries for phone switches and servers
- Contact vendors for phone numbers and schedule cutover date.
  - Test the new phone lines several days before the move.
  - Usually 6-8 weeks is the required notice.
- Disconnect all paid lines at old location
- Review the programming and routing on the voice mail system
- Determine what type of Internet is available at the new location.
  Usually 6-8 weeks is the required notice.
- Take a complete inventory of all existing equipment
- Determine what moves and what should be sold
- Identify any new equipment that may be required
- Document all cost for project budget with dates for project plan
- Have a physical backup (bootable media) for all servers
- Have spare cables and other parts on hand

Labelling For Move Day

- Label all lines with 'A', digital phone lines 'V', and data lines 'D'

- All wiring should be labelled with the device ID to which it belongs

- All wiring should be labelled with the location it will be moved in the new layout

- All computer equipment should be labelled with an identification number assigned to the new space

- Label all boxes and binders with the identification number of their new home

- Colour code labels for items belonging in network rooms or other common areas.

- Each colour should correspond to a unique common space in the new location.

- Place each colour on the building layout diagram you have created

- Ensure all team members are familiar with coding system

- Communicate colour coding system with Bulldog Movers along with a copy of the layout

Cleaning

Moving is about the only opportunity you will ever have to completely clean all of the items that will be in your business. Take advantage of this time.

1. Before electronic items are moved clean them with appropriate cleaner
2. Clean all office furniture prior to move
3. Clean all wall hangings prior to move
4. Clean all break-room / office kitchen items prior to move

Project Partner	Project responsibility	Internal Manager	Company	Phone Number	Email address	Activity Deadline
Architect / Shop Designer	Design the interior design of your bsueinss to ensure your retail spaces are fresh and inline with your brand elements	Marketing Manager / Office Manager				
External Signage		Marketing Manager				
IT Service provider	Internet, telephones, telephone lines and office layout will require input and involvement from your IT service provider and IT Manager to ensure that Business systems will be able to be	IT Manager	TDP Communications	1300 990 519	sales@tdpcomms.com.au	
Telephone Network Provider	provision of telephony communications	Office Manager	Optus Business Centre Tasmania	1300 YES TAS (937 827)		
Internet Service Provider	provision of Internet service	Office Manager	Optus Business Centre Tasmania	1300 YES TAS (937 827)		
Advertising Agency	Manage communications to your customer base that enable an effective transition to your new office location. If customers regularly come to your business location, you will need to start communication to your customers in the 3 months leading up to your location change.	Marketing Manager				
Data & Telephony Cabler	Working closely with your IT Manager, they will ensure that your new business location will have the technology links to make your business operate efficiently	IT Manager	TDP Communications	1300 990 519	sales@tdpcomms.com.au	
Electrician	Working with the IT Manager and the Interior designer, an Electrician and the Data & Telephony Cablers can determine the sufficient electrical and communication ports required throughout your business	IT Manager				
Office Furniture Relocation company		Office Manager				
Digital Media	Change all address details in website, social media, google places, yellow pages online.	Marketing Manager				
Business Listings	Change address details for all business directories	Marketing Manager				

How to get started

Let us put the puzzle together...

If any of these concepts are going to work for your business, **TDP Communications** can help you put it all together. Just like a jigsaw puzzle, we have all the pieces that can make it work for you. We will suggest what components you need and how to integrate them.

At TDP Communciations, we provide small to medium businesses with the tools necessary to compete with the big end of town, at a sensible price.

Our range of business communications and technology products and services provide the tools, connectivity, support and infrastructure that organisations need to stay connected and competitive in today's world.

TDP Communications is owned & operated by leading ICT system integrator

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Connecting Business

THANKS FOR READING

For any assistance on these concepts or technology,
call TDP Communications and speak to your Account Manager.

Phone   1300 990 519

Email   sales@tdpcomms.com.au

Key Products and Services

Telephony

- Samsung
- Avaya (Nortel)
- Mitel
- Siemens
- Panasonic
- VoIP Solutions Provider

Peripherals

- Headsets
- Voicemail
- Call Accounting
- Audio & Video Conferencing
- Unified Messaging

Network Services

- Fleet and Capped Mobile Plans
- Fixed Line Services
- Mobile Services
- Business Grade Data Services
- VPN configuration

Managed Services

- Managed IT Services
- 24 Hr. Technical Support
- Managed Telephony Services

IT Products

- HP Desktop & Server supply
- Relocations and Alterations
- Enterprise Software
- Enterprise Protection
- Hardware Firewalls

IT Services

- Microwave Communication
- Wireless Communications
- Server Installation
- IP Network Cabling
- Wi-Fi optimisation

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