CHR Solutions

Office Move Top 10 Checklist

At CHR Solutions, we'll talk you through everything you need to consider when relocating offices and help you carefully plan and make your move an effortless transition.

1 Cabling

A solid cabling plan takes some thought for all of your electronics for each employee.

2 Power

Servers and network gear are often put into a closet somewhere, does that area have adequate cooling?

3 Server Racks

Where will they go? If you don't have servers, you will still have to terminate cables and put in switches that need a location.

4 HVAC

Servers and network gear are often put into a closet somewhere, does that area have adequate cooling?

5 Internet & Phone

Can you move your existing service? Do you need new service? Have you given them enough lead time?

6 Upgrades?

Many businesses take the move as an opportunity to upgrade things like servers, Wifi, firewalls, etc.

7 Fixed IPs

Do you have IP Addresses from your ISP? Does your new circuit? Are there configurations you will need to change?

8 Conference Room

This is part of your cabling plan, but don't forget things you need for your meetings, such as speaker phones, screens, projectors, etc.

9 Cut Over

Do you have to have the new site and the old site both operating at the same time?

10 The Move Itself

Consider how you are going to move your PCs, servers and network gear.

