GLEMNET
COMMUNICATIONS FOR BUSINESS

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IT & Telecoms Office Relocation Checklist

Moving your IT and Telecoms as part of an office relocation is a complex process with potential for things to go wrong and make it a stressful experience!

However, Glemnet's 15 years of dealing with IT and Telecoms relocations tells us that the key to a happy and successful move is careful planning. By using well-thought-out and detailed timescales, there is no reason why your move shouldn't go smoothly.

Try and avoid any mistakes and start planning now! Use our IT & Telecoms Office Relocation Checklist to help you.

Review your current IT & Telecoms systems – What do you have & what do you need?
The ideal time to review your current company phone and IT technology is when planning an office move. Assess whether or not your IT and Telecoms are still serving your business well. At Glemnet, we give you a free assessment of your current technologies, and can provide you with information on any potential upgrades or equipment to improve the way your business is run, as well as any cost savings.

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Create a timetable

Once your moving date has been confirmed, it's time to start creating a timetable of events. Include any high-priority business commitments so disruption to these can be avoided. Glemnet will give you dates for site surveys, handle your lease agreements, and check and input lead times for all IT/Telecoms aspects of your move.

Create a Relocation Business Continuity Plan

• Backup data and make several copies which should be kept off-site.

• Make a list of all your equipment: hardware, software, servers, storage and networking.

• We will help you plan how you are going to switch phone lines, numbers, internet connections, migration of data and transfer of servers.

• Glemnet will also provide you with a list of our key contacts, including your IT and Telecoms Manager, Operations Team and Technicians.

• Make sure you create copies of vital documents that you would need to relaunch your business if needed, and store these off-site.

Create an Equipment Audit

Before moving day, make a list of all your IT and Telecoms equipment including: Personal Computers, Servers, Telecoms Equipment, Printers, Faxes and any Specialised Software.

Site Survey of new premises

Conduct a survey to identify:

• What voice and data cabling infrastructure is already in the new building?

• Which services are available and where they are currently located?

We can help you assess your new technology requirements.

Can we keep our existing business telephone number?

With Cloud Telephony Solutions you can keep your existing telephone number even if you are moving out of the area. Our sales team will give you the options of how to keep your telephone number wherever you go.

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Getting your new cabling requirements installed
We need to ensure that that any new cabling has been installed correctly, ideally prior to you moving over equipment. One of our technicians will be able to plan your cabling requirements to ensure you get the best layout for your new office.

Removal and re-installation of IT & Telecoms Equipment
This should ideally be carried out by trained professionals, or our technicians, all of whom are highly experienced in handling IT and Telecoms equipment.

Bring in to service your IP Phone lines
This is the big switch over to your new premises! Your old lines are switched off, and your new ones are brought into service. Our operations team will be there to support and oversee the switchover every step of the way.

Training
Train your staff if you have upgraded/changed any of your technology during your move.

IT and Telecoms management can often be trickiest part of any office relocation.

Glemnet has a brilliant team of IT & Telecoms specialists who are experienced in handling office moves nationally for a wide range of customers; all different sizes, and all with different requirements.

Thinking of moving?

Call us for a chat on **0208 639 0230** or email **info@glemnet.com**