



MOVE-IN CHECKLIST

*Your all-inclusive roadmap
for navigating the
complexities of moving your
office's IT infrastructure.*

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Moving offices is a big milestone for any organization. The prospect is exciting, but the process can be overwhelming, particularly when it comes to IT and technical aspects.

This checklist is your comprehensive guide to ensure that your IT infrastructure transitions smoothly, securely, and efficiently.

From the initial planning stages to post-move adjustments, we've got you covered!



Pre-Move Planning (4-6 Months Prior)

Your office move starts long before the trucks arrive. Strategic planning is critical, especially for IT systems that your operations depend on.

Assess Current IT Infrastructure

- ☐ Inventory current hardware (servers, workstations, laptops, network devices)
- ☐ Inventory of current software and licenses
- ☐ Document data backup processes
- ☐ Assess internet bandwidth needs

Scope Out New Location

- ☐ Verify building's internet connectivity options
- ☐ Inspect existing network infrastructure (if applicable)
- ☐ Check for availability of server room or dedicated space
- ☐ Evaluate physical security measures

Budgeting and Procurement

- ☐ Estimate cost for IT move (include new equipment, services, and labor)
- ☐ Decide on leasing vs buying new hardware
- ☐ Obtain quotes from IT vendors and moving services

Initial Team Briefing

- ☐ Communicate tentative move dates
- ☐ Discuss roles and responsibilities

Move Preparations (2-3 Months Prior)

By this time, your plans should start taking shape. The focus shifts from what you need to how you'll implement it.

Vendor Coordination

- ☐ Confirm dates with IT vendors (hardware, networking)
- ☐ Schedule installation for phone and internet services
- ☐ Confirm schedules with moving services

Backup and Data Management

- ☐ Plan and execute a full backup of all essential data
- ☐ Validate backup integrity
- ☐ Plan data restore procedures

Network Design and Layout

- ☐ Map out new office network layout
- ☐ Design server room setup
- ☐ Plan cabling needs and routes

Staff Training

- ☐ Conduct briefings on new technology if applicable
- ☐ Share move-in schedule with staff
- ☐ Prepare guides for troubleshooting common issues

Final Preparations (1 Month Prior)

It's crunch time. This is your last opportunity for a comprehensive review and final adjustments.

Hardware and Software Prep

- ☐ Test new hardware
- ☐ Update/Install required software
- ☐ Label all equipment for easier setup

Documentation

- ☐ Update all IT documentation (network diagrams, asset inventories, etc.)
- ☐ Create a "Day 1" guide for staff

Move-In Day!!

The big day is here. Keep calm; your preparation will pay off.

Transport

- ☐ Carefully pack and transport all IT equipment
- ☐ Coordinate arrival and setup with moving team

Setup and Configuration

- ☐ Set up network infrastructure (routers, switches, firewall)
- ☐ Set up server room
- ☐ Set up workstations and connect to the network
- ☐ Confirm phone and internet services are operational

Initial Testing

- ☐ Test internal network connectivity
- ☐ Test external internet connectivity
- ☐ Test backup and data restore capabilities

Post-Move (1-2 Weeks After)

After the move, it's time for fine-tuning, staff orientation, and reflection.

Final Testing

- ☐ Conduct thorough testing of all systems
- ☐ Confirm all data is intact and accessible

Staff Onboarding

- ☐ Train staff on new systems and procedures
- ☐ Distribute "Day 1" guides and troubleshooting tips

Review and Feedback

- ☐ Collect feedback on the move process
- ☐ Document lessons learned for future reference

Congratulations, you've successfully navigated through one of the most complicated aspects of your office move! Of course, every move is unique, and you may encounter challenges that are not covered in this guide. Feel free to reach out to Jump Start Technology with specific concerns or questions. We're here to assist you in making your office move as seamless as possible.