we are here to help
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IT & Telecoms Moving Checklist

Moving your IT and Telecoms as part of an office relocation is a complex process and there can be a potential for things to go wrong. Our experience shows us that the key to averting any potential problems is in the planning. With careful and detailed planning, where you have built in the proper timescales, you should be on track for a successful move.

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

Review your current IT and Telecoms systems
The ideal time to review your current technology is when planning an office move. Conduct an assessment of whether your IT and Telecoms is serving your business as well as it could. You may want to invite an IT and Telecoms specialist to give you a free assessment of your current technologies. They will use their knowledge and experience to advise you on any new technology which can improve your business processes, increase your productivity, as well as helping you to make savings.

Create a timetable
When you know your move date, start to create a timetable of events. Put in any critical business commitments so that you can ensure they will not be disrupted. Include dates for site surveys, cancelling your lease or rental agreements, check and record lead times for all aspects of the move.

Create a Relocation Business Continuity Plan
- Backup data and make several copies which should be kept off-site
- Make an inventory of all your hardware, software, servers, storage and networking equipment
- Plan how you are going to switch phone lines, numbers, internet connections, migration of data and transfer of servers
- Ensure that key members of staff can work remotely if necessary
- Create a list of external contacts including your IT and Telecoms Consultants and Technicians
- Create copies of critical documents that you would need to start your business over again and keep off-site

See our **Business Continuity Plan & Disaster Recovery Checklist** for more information.

Create an Equipment Audit
Prior to the move, 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 in the new building
- Which BT services are available and where they are currently located
- Assess new cabling requirements. You might need to order new cabling for telephone lines, broadband, leased lines and alarm lines.

Important! Leased lines and Internet Services can take up to 90 days to be available.
Important! Ordering lines from BT can take up to 6 weeks.

What to do about keeping your Telephone Number
You can keep your existing telephone number even if you are moving out of the area. A telecoms specialist will be able to move your number to an inbound portal, which enables you to direct all calls to that number onto your new lines.

Get new cabling requirements installed
You need to ensure that any new cabling has been installed, preferably before you start to move equipment. A good telecoms specialist will be able to plan out your cabling requirements, configuring it to the best layout for the new office.

Removal and re-installation of IT & Telecoms Equipment
This should only be carried out by professionals who are experienced in handling IT and Telecoms equipment.   It is essential that the equipment is removed, packed, transported and re-installed correctly.

Liaison with BT
Liaise with BT to ensure all new services are fully operational before you move and that all existing lines and services are terminated when you leave the old premises.

Bring in to service ISDN30e lines
This is the big switch over to your new premises, where your old lines are switched off you new ones are brought into service.

Go Live Support
Ensure your IT and Telecoms provider is there at go live to support.

Training
Train your staff if you have invested in new technology and plan for future training.

Managing the move of your IT and Telecoms can prove to be the most challenging part of your office relocation. To get it right often requires the help of a professional IT and Telecoms specialist, who can get the move completed on time, within budget and ensure that you are ready for business right from the first minute in your new office.

Converse Telecom has a team of IT & Telecoms specialists who are experienced in managing office moves for a wide range of customers, all with different requirements.

Thinking of moving, call us for advice on 0800 088 4444

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