



New Office IT Setup Checklist

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Use this checklist when building out IT for a new office - whether it's a brand-new build-out or a space you're moving into. Work through it in order; each section depends on the one before it.

Business name: _____ Target move-in date: _____

Internet & connectivity

- Order primary internet service
- Order backup internet (optional)
- Verify installation date
- Confirm static IP requirements
- Test internet speeds
- Document ISP account information

Network infrastructure

- Determine network rack location
- Install rack and UPS
- Install firewall
- Install switches
- Install wireless access points
- Label all network drops
- Test every network jack

- Verify PoE requirements

Cabling

- Verify sufficient data drops
- Verify printer locations
- Verify conference room cabling
- Verify access point cable locations
- Verify camera cable locations
- Verify MDF / IDF connections

Workstations

- Determine desk locations
- Verify power at each workstation
- Install monitors
- Install docking stations
- Connect phones
- Test wired connections

Printers

- Install printers
- Configure scan destinations
- Install drivers
- Test printing and scanning

Conference rooms

- Install displays

- Install cameras
- Install microphones
- Install speakers
- Test Teams / Zoom meetings

Security

- Install access control
- Install surveillance cameras
- Test door schedules
- Verify recording retention

Microsoft 365 / Google Workspace

- Verify licenses
- Configure Wi-Fi
- Configure printers
- Configure email signatures
- Verify MFA
- Test shared mailboxes

Final validation

- Test internet failover
- Test Wi-Fi coverage throughout the space
- Test VPN
- Test printing
- Test phones
- Test conference room

- Document all passwords in the password manager
- Update network documentation
- Obtain customer sign-off

Notes

Completed by: _____ Date: _____

Tip: Pair this with our Network Documentation Workbook - fill it in as you go, and you'll walk away with a fully documented environment on day one instead of piecing it together later.