



Office Move IT Checklist

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Moving offices is one of the easiest times to have IT go wrong quietly - a missed detail doesn't show up until the new office is live and something doesn't work. Work through this in order, starting several weeks out.

Business name: _____ Move date: _____

Before the move (2-8 weeks out)

Planning

- Confirm move date
- Assign a project owner
- Create an office floor plan
- Inventory all IT equipment
- Label all computers
- Label monitors
- Label printers
- Label phones
- Label network equipment

Internet

- Schedule ISP transfer
- Schedule circuit installation
- Verify activation date

- Arrange temporary internet if needed

Cabling

- Verify network drops
- Verify access point locations
- Verify conference room wiring
- Verify printer locations
- Verify rack location

Vendors

- Coordinate with movers
- Coordinate with electrician
- Coordinate with ISP
- Coordinate with security vendor

Moving day

Before equipment leaves

- Photograph the rack
- Photograph cable connections
- Shut down servers properly
- Shut down workstations
- Disconnect UPS
- Label all cables

At the new office

- Install rack

- Install UPS
- Install firewall
- Install switches
- Connect ISP
- Verify internet
- Install access points
- Connect printers
- Connect phones
- Connect workstations

After the move

Testing

- Verify internet
- Verify Wi-Fi
- Verify VPN
- Verify printers
- Verify scanners
- Verify phones
- Verify conference rooms
- Verify cameras
- Verify access control

User validation

- Verify every employee can log in
- Verify email
- Verify shared drives

- Verify line-of-business applications
- Verify printers
- Verify Teams / Zoom

Final tasks

- Update network documentation
- Update asset inventory
- Update ISP information
- Update emergency contacts
- Remove old office equipment
- Confirm all equipment arrived
- Obtain customer sign-off

The gotchas - easy to forget, expensive when forgotten

These are the items that separate a smooth move from a week of scrambling. Check each one, even if it doesn't seem to apply.

- Alarm system and monitoring transfer
- Door access credentials
- Public IP changes
- Firewall VPN updates
- DNS changes (if needed)
- ISP modem bridge mode
- Static IP reassignment
- Elevator access for movers
- Cellular signal strength at the new office
- Guest Wi-Fi testing

- Label maker available on-site
- Spare patch cables
- Spare power strips
- UPS battery health
- Proper cooling for the network rack
- Rack grounding
- Disposal or return of old ISP equipment

Notes

Completed by: _____ Date: _____

Tip: Combine this with our Network Documentation Workbook. If the old office was documented before the move, the new one gets documented twice as fast.