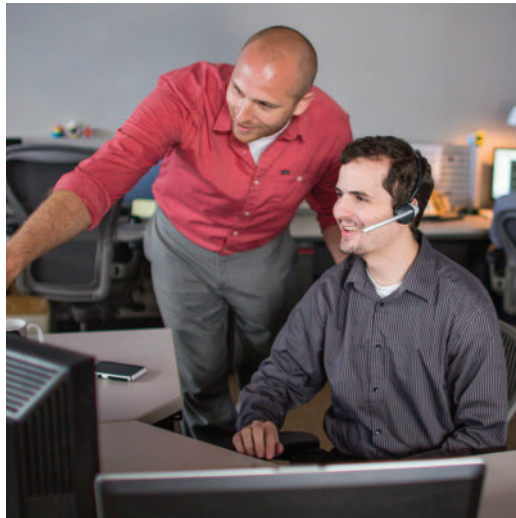


# IT Relocation Checklist



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Here's a list of everything you want to consider during an IT Relocation project. When you work with Pavelcomm, we'll handle most of the planning on your behalf so you have complete peace of mind that nothing has been left off the list.



## **Update Contact Information**

Remember to change your contact information on all marketing collateral. Send notices to your customers with the new address and contact details, and make sure to contact your vendors so they can continue to service you and send you invoices.



## **Site Survey by Pavelcomm**

Pavelcomm can help your organization identify cabling and technology issues at the very beginning of the project.



## Identify New Potential Communications Providers / Notify Current Provider

If you need to change communications providers for your internet and phone, you'll want to start the process long before you get to the new location to avoid delays in service, improve bandwidth, and lower your costs. Identify available providers in your new location and make sure they can support your bandwidth needs. This is the time to evaluate your existing phone system and determine if you move what you have or look at an upgraded on-site or hosted phone solution.



## Verify Cellular Connectivity

Before committing to a new location, check that your cell phone will work in the new location. Businesses and employees depend on their mobile devices and expect them to work in any location - so verify you have a strong signal in the new location.



## **Confirm Availability of Power**

Monitors, computers, and servers make efficient use of power and most commercial buildings are fully equipped to handle your power needs. But if your organization involves power-intensive computing, make sure you confirm the building can provide enough power to satisfy your technology needs. Will you need to install a generator? If you have business critical applications and a web presence served from your office and the building does not have a backup generator for power outages, you will want to install one for your technology needs.



## **Verify Cooling Systems**

Make sure your new building has adequate ventilation and air conditioning for your current and future technology needs. If you are keeping servers on-premises you will need enough cooling to avoid equipment failures.



## **Cabling Considerations**

Most offices are already wired with cabling, but if they are old or incorrectly labeled, you will have problems. Phone and computer cabling are often overlooked costs when businesses decide to relocate or open a second office - consider having custom cabling installed to meet your current and future needs most efficiently.



## **Install Technology with a Plan for the Future**

When you move to a new location or open additional offices, use the opportunity to address any issues you were previously ignoring and look for opportunities to reduce capital costs. Now is the time to ensure you have a comprehensive business continuity plan in place and to move to hosted datacenters or cloud technologies to reduce risks and expenses.



## **Conduct Comprehensive Testing**

Test that all of your technology is working in your new location. If possible, keep your original location available to you for some time after relocating, in case you need to conduct business from that location while kinks are worked out in the new location.





**PAVEL**COMM

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## **Get In Touch**

info@pavelcomm.com  
(503) 223 5008

1640 NW 14th Ave  
Portland, Oregon 97209