



Office Move Checklist

Planning The Move:

- ☐ Pick the actual move date. We recommend moving on a Friday afternoon to minimize the impact of the communications blackout. You will want to allow a minimum of 12 weeks to plan your move.
- ☐ Give notice in writing to your current landlord.
- ☐ Have a company meeting to brainstorm everything that must be done.
- ☐ Create a budget worksheet to plan all moving expenses.
- ☐ Notify your current vendors of your move (see list below) and send them and other competitive companies an RFP (requests for proposal) to plan, move, upgrade and install your new office equipment and furnishings. This is an excellent time to get quotes from new vendors:
 - Moving companies
 - IT firms to plan and move the network
 - Phone system vendors and phone service companies
 - Copier or large-scale printer vendor
 - Internet providers
 - Cabling companies to map out voice and data lines
 - Electrical contractors
 - Security companies
 - Construction companies (if construction is needed)
 - Office furniture companies (purchase or rent)
 - Janitorial services
 - Architect and general contractors for HVAC, electrical and floor plans

Questions You Need To Answer In Advance:

- ☐ Will construction need to be done? (walls built or knocked down, etc.) If so, then you'll need a general contractor and architect.
- ☐ What do you have permission to change in the new office? (construction, knocking down walls, etc.)
- ☐ Map out who will be sitting where (divvy up the offices).
- ☐ Make a list of furniture needed (desks, reception area, lunch room, etc.)
- ☐ Make a list of new workstations, phones, copiers, fax machines, postage meters and printers that will be needed.
- ☐ Determine what storage space you will need and determine if shelves or special built-ins will be needed.

Technology And Phone Considerations:

- ☐ Where will the server room be located?
- ☐ Will it have sufficient ventilation?
- ☐ Does it have its own climate control?



- ☐ Where will the cable and phone lines run?
- ☐ Will additional electrical outlets be needed? How many and where?
- ☐ Can you keep your current phone numbers?
- ☐ Do you have proper shelving or racks for your server and network equipment?
- ☐ Have you allotted proper shelving space to account for future network needs such as additional servers, firewalls, or other network equipment?

Communicating To Clients:

- ☐ Change address & phone numbers on your web site
- ☐ Order new stationery and business cards
- ☐ Order new signs
- ☐ Change phone numbers and location information on company vehicles
- ☐ Change vehicle registration
- ☐ Revise advertising
- ☐ Revise yellow pages listing
- ☐ Send “we’re moving” postcards to clients

Notify The Following Vendors:

- ☐ Post office
- ☐ Bank
- ☐ Accountant, attorney, payroll company, HR, etc.
- ☐ Credit card company
- ☐ Merchant account
- ☐ Office equipment lease vendors
- ☐ Government agencies, including updating your business license, city and state officials, IRS
- ☐ Insurance agent (and update insurance policies if applicable)
- ☐ Internet service provider
- ☐ Janitorial service
- ☐ IT vendor
- ☐ Phone company
- ☐ Electric company
- ☐ Water, coffee or beverage delivery
- ☐ Exterminator
- ☐ Other suppliers

Other Actions To Complete Before The Move:

- ☐ Take complete inventory
- ☐ Document network log-ins, username and passwords to key web sites, and IT vendor names and numbers on paper, so you can reach them if/when the network is down and you can’t look them up electronically.
- ☐ Perform complete backup of network
- ☐ Perform complete backup of telephone system



- ☐ Document telephone extension, pooling groups, etc.
- ☐ Arrange for building and elevator access at new site for movers
- ☐ Obtain any special moving/parking permits
- ☐ Determine building restrictions for move hours
- ☐ Schedule clean up of old office including removing trash, performing a final cleaning, and removing cabling or custom installs.
- ☐ Schedule a staff member to be available during the weekend of your move to help take care of any unforeseen issues.
- ☐ Contact new Internet Service Provider and have new lines set up and tested BEFORE you cancel the old service.
- ☐ Schedule the old Internet Service and Phone Service to be cancelled or transferred AFTER the move is complete to avoid outages.
- ☐ Order any new equipment you may need like new computers, new routers, any new phones, etc.
- ☐ Test new office phones, computers, printers, security cameras, Internet connection and all electrical devices the day before everyone returns to work.

Want Some Help Getting Ready For Your Move? Our Free Site Survey and Network Move Plan Can Help!

As a prospective client, we'd like to offer you a free Site Survey and Network Move Plan. At no charge, we will come to your office to review your current situation, business practices and needs, look at your new location and new needs, and provide recommendations on how you can make this move go as quickly and smoothly as possible.

We will discuss your options, clarify any grey areas, and answer any questions you have. We will also map out the costs and steps involved so you know exactly what to expect and give you recommendations to keep downtime to an absolute minimum.

You are under no obligation to do or buy anything; this is simply our way of introducing our services to you and demonstrating how we can make your office move project a complete success.

We Can Show You How To Make Your Move Painless and Stress-Free, Just Like These Current Clients...



“When managing a large dental practice, the last thing I as an office manager want to worry about is my computer service. By relying on Computer Maintenance Service (CMS) I have been able to eliminate any concern in this area. My working relationship with CMS goes back almost eight years. I have found without exception the technicians to be professional, knowledgeable and extremely polite and easy to work with. Responsiveness when technical difficulties do occur has been outstanding. When building a new 12,500 square foot facility four years ago, I collaborated with CMS to design and implement my complete IT infrastructure. The end result was a clean, complete and very workable system that I am very pleased with to date. I recommend using CMS without reservation!!”

Julie Walker, Office Manager
Grove Dental Associates
Bolingbrook, IL

What To Do Now

To request your Free Site Survey and FREE Network Move Plan, do one of the following:

1. Call us direct at 708-478-2530
2. Send us an e-mail: info@cmsnetworking.com

Our office will call you to schedule a convenient time for us to meet for 30 minutes. Remember, there is no obligation for you to buy or do anything – this is simply a discovery meeting to see how we can help make your move easy and painless.

Good networking,

Kurt Johnson, President
Computer Maintenance Service, Inc.