



## A Lanlogic Best Practice

There are four phases to ensure a successful office move:

1. Planning
2. Construction
3. Network Relocation
4. Testing & Documentation

# A Checklist for Successful Office Moves and Network Relocations

Regardless of your size, when you need to relocate your IT systems, there is an orderly process that will ensure a successful move. In fact, the earlier IT is involved in the planning process for an office move, the more successful the network relocation will be.

## PHASE I: PLANNING THE MOVE

- Help determine what will be needed in the new building including voice, data, video and security
- Assess the existing voice, data and video networks and identify what can be moved, what should be replaced and what extra equipment is needed
- Negotiate with all vendors to ensure that you are getting the best value possible
- Create a detailed cabling design and RFP to be competitively bid
- Work with voice and data carriers to obtain quotes for new telephone and internet circuits
- Provide detailed space, power and cooling requirements for all IT spaces including server rooms, taking into account future needs
- Evaluate the benefits of server consolidation, if appropriate
- Bring in additional specialty vendors as needed
- Work with facilities management or the general contractor to ensure key IT milestones are added to the construction schedule
- Provide the critical collaboration links between IT, Facilities Management, and Construction
- Provide acoustic and light recommendations for video conferencing spaces to ensure the rooms work as expected

## PHASE II: CONSTRUCTION

- Provide detailed construction drawings to be used by the trades
- Attend construction meetings, ensuring IT has a voice at the table
- Answer questions and provide supervision to ensure work is performed as designed
- Provide gap coverage to address issues that inevitably occur on any project



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## WHAT SEPARATES LANLOGIC FROM THE REST:

### OUR TEAM

The breadth and depth of expertise of the Lanlogic staff allows us to deliver IT services enjoyed by top-tier, global companies – solutions designed to meet your needs now and in the future.

### OUR UNDERSTANDING OF YOUR BUSINESS

Whether you are just starting out or you are already a large organization, we pride ourselves in delivering IT solutions, individually-tailored by Microsoft certified engineers.

### OUR PASSION FOR SERVICE

We are available when you need us. We keep your office running and employees productive at all times.

For more information on any of our products or services please contact us today.

## PHASE III: NETWORK RELOCATION

- Work with users to determine maximum acceptable down time
- Create a detailed move plan with time lines and responsibilities
- Perform a risk assessment to determine what should be done ahead of time to minimize the impact of the loss of a server or critical piece of equipment
- Work with carriers and other vendors to switch email and DNS to the new IP addresses
- Ensure all network services are up and running prior to the move including escalations if needed
- Physically transport key equipment if appropriate and re-install in the new location
- Start all servers and ensure that all services are working
- Work with other related vendors to ensure that all systems are working
- Be onsite for the first day of business to help any users with connectivity issues

## PHASE IV: TESTING & DOCUMENTATION

- Verify the cabling vendors test results, ensure that all systems are working and provide final as-built documentation
- Assist with the disconnect of services at the old location
- Ensure everything is working properly
- Completely document the new network infrastructure

## The Value of a Trusted Advisor

Lanlogic offers a number of services to our clients that help you control costs and reduce risk:

- ✓ IT Services & Support
- ✓ Cloud Computing/SaaS/Hosting
- ✓ IT Consulting & Project Management
- ✓ IT Assessments & Planning

FOR COMPANIES OF ALL SIZES  
On-time. On-budget. **Guaranteed.**