

# Moving Checklist

## Don't Forget About Your Business Communications

It is essential you work with your Managed IT Services Provider.

Moving your business needs to be well thought out and coordinated with the vendors you depend upon for all your services. Without this, you will come to Move Day, and your business will settle into this new location, but you are not going to be able to open the doors because your business phone service or computer network has not made the move with you.

### Rearranging Offices

What technology needs connecting at the new location - computer, phone, printer?	
Is this existing or additional technology? If additional, you will need to confirm that your system and network can support the new equipment.	
Is there a data and phone jack available in a suitable location?	
Is the jack active?	
Take a picture of the connections to the device and the power/wall jack. You can use this to reference connecting the equipment back in.*	

*\*It is always best to check with your Managed IT Service Partner before unplugging any equipment, as there may be concerns with specific phone types or servers.*

### Moving to New Address

Does the new building have existing cable? Is it adequate for your technology needs?	
Is there an available carrier service in the area? Can you transfer your current service to the new address?*	
How will you transport the technology, and over what timeframe?	
Does the new floorplan allow for proper power and ventilation of equipment?	

*\* Your voice and internet carrier(s) will have a timeframe for how long it will take to move your services. This timeframe might be a week or up to 90 days in some cases. They will need to determine if the new location has the proper feeds or cable to the building to move your services. They may need to schedule a construction project to install the correct entrance services to bring in your circuits. If you use different carriers for voice and internet, you will need to engage them both. The construction could include some costs, but in most cases, the carrier absorbs those costs unless the project is extensive.*

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