Post-Move IT Verification Checklist

85 checkboxes across 6 critical areas to verify after an office move. Ensure every system, connection, and service is fully operational before declaring the move complete.

85+	6	48hr	Free
VERIFICATION ITEMS	CRITICAL AREAS	COMPLETE WITHIN 48 HOURS	PRINT & USE

How to Use This Checklist

Begin this checklist immediately after the move is complete. Work through each section systematically. All items should be verified within 48 hours of the move. Items that cannot be immediately resolved should be logged as incidents with clear owners and deadlines.

1 Network & Connectivity

Verify all network connections, internet access, and core infrastructure is operational.

- [ ] Primary **internet circuit** is live with expected bandwidth (run a speed test and compare to contracted speed)
- [ ] **Secondary/backup** internet connection is active and failover has been tested
- [ ] All **network switches** are powered on, patched, and showing expected port connectivity
- [ ] **Firewall** is operational with all rules, NAT, and VPN configurations intact
- [ ] All **VLANs** are configured correctly — test connectivity between VLANs and verify isolation where required
- [ ] **DNS resolution** works for both internal and external domains from all network segments
- [ ] **DHCP** is issuing correct IP addresses, gateways, and DNS servers on all VLANs
- [ ] All **network ports** at workstation locations are tested and patched to the correct switch ports
- [ ] **VPN** is accessible for remote workers — test from an external connection
- [ ] Network **monitoring tools** are receiving data from all devices at the new site

Section Score: ____/10

2 WiFi & Wireless

Verify wireless coverage, performance, and security across the entire new office.

- [ ] All **access points** are powered on, broadcasting correct SSIDs, and managed by the controller
- [ ] **WiFi coverage** is adequate in all work areas, meeting rooms, breakout spaces, and reception
- [ ] **Signal strength** is ≥ -65 dBm in all primary work areas (use a WiFi analyser to verify)
- [ ] **Corporate WiFi** authenticates users correctly (802.1X or WPA3-Enterprise)
- [ ] **Guest WiFi** is isolated from the corporate network and provides internet-only access
- [ ] **Bandwidth** per AP is sufficient — test with multiple simultaneous users
- [ ] **Roaming** between access points works seamlessly without drops
- [ ] WiFi **channel allocation** is optimised to avoid interference (check for neighbouring networks)

Section Score: _____ /10

3 Servers & Core Services

Verify all server infrastructure and core IT services are operational.

- [ ] All **physical servers** are powered on, accessible, and showing healthy status in management tools
- [ ] **Active Directory** / domain controllers are replicating correctly between all DCs
- [ ] **File shares** are accessible with correct permissions from all workstations
- [ ] **Email** is flowing inbound and outbound — send test messages to external addresses
- [ ] **Line-of-business applications** are accessible and have been tested by key users
- [ ] **Database servers** are accessible and applications can read/write data correctly
- [ ] **Print servers** are operational and all networked printers are accessible
- [ ] **Backup jobs** have been reconfigured (if needed) and the first post-move backup completed successfully
- [ ] All **scheduled tasks** and automated processes are running correctly

Section Score: _____ /10

4 Phone System & Communications

Verify all telephone and communication systems are fully operational.

- [ ] All **desk phones** are registered and showing the correct extension number
- [ ] **Inbound calls** to main number(s) and DDIs are routing correctly
- [ ] **Outbound calls** work from all handsets — test local, national, and mobile numbers
- [ ] **Voicemail** is operational and messages are being delivered correctly
- [ ] **Call recording** (if applicable) is functioning and recordings are being stored
- [ ] **Auto-attendant / IVR** menus are working and routing to correct departments
- [ ] **Video conferencing** in meeting rooms is tested — cameras, microphones, and screens all working
- [ ] **Teams/Zoom** integration with meeting room systems has been tested with an external participant

Section Score: _____ /10

5 Workstations & End-User Devices

Verify every user has a working setup at their new desk.

- [ ] All **laptops/desktops** are powered on and connecting to the domain
- [ ] All **monitors** are connected and displaying at correct resolution
- [ ] **Docking stations** are functioning (USB ports, display output, network passthrough)
- [ ] All **peripherals** (keyboard, mouse, headset, webcam) are working
- [ ] **Printers** are installed and users can print test pages to their nearest device
- [ ] Users can access **all required applications** including cloud services
- [ ] **Mapped drives** and shortcuts are working correctly
- [ ] Users have received **new office IT guide** (WiFi name, printer setup, helpdesk contact)

Section Score: _____ /10

6 Security & Compliance

Verify all security measures are active at the new site.

- [ ] **Firewall rules** have been audited post-move — no temporary permissive rules left in place
- [ ] **Physical security** of server/comms room is active (access control, CCTV, locked)
- [ ] **UPS** is protecting critical infrastructure and has been tested
- [ ] **Environmental monitoring** (temperature, humidity) is active in the server room
- [ ] **Endpoint protection** is reporting in for all devices from the new site
- [ ] **Security monitoring / SIEM** is receiving logs from all devices at the new location
- [ ] All **temporary admin access** granted for the move has been revoked
- [ ] **Vulnerability scan** has been run from the new site to verify no new exposures

Section Score: ____ /10

#	AREA	SCORE	PRIORITY
1	Network & Connectivity	/ 10	H / M / L
2	WiFi & Wireless	/ 10	H / M / L
3	Servers & Core Services	/ 10	H / M / L
4	Phone System & Comms	/ 10	H / M / L
5	Workstations & End-User	/ 10	H / M / L
6	Security & Compliance	/ 10	H / M / L
TOTAL SCORE		**/ 60**	

Score Interpretation

80–100: Excellent — well-managed with only minor improvements needed.
60–79: Good foundation but gaps exist. Prioritise areas scoring below 6.
Below 60: Significant gaps putting your business at risk. Seek specialist review.

! Action Items & Notes

Top 3 Priority Actions:

1.
2.
3.

Notes

Need Post-Move IT Support?
Our team can verify your IT systems post-move and resolve any issues quickly to minimise disruption.

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Completed by: _____ Date: _____ Next review: _____

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