CLOUDSWITCHED

Office Move **IT** Checklist

Step-by-step IT checklist covering 12 weeks of pre-move planning, move-day tasks, and post-move verification to ensure a seamless technology relocation with minimal disruption to your business.

7	**60+**	**12wk**	**Free**
TIMELINE PHASES COVERED	CHECKLIST ITEMS TO COMPLETE	RECOMMENDED LEAD TIME	PRINT & USE NO STRINGS

How to Use This Checklist

Work through each phase sequentially with your IT team, office manager, and move coordinator. Begin at least 12 weeks before the target move date. Tick off items as they are completed and use the score boxes to track progress in each phase. Items marked with a star (★) are critical path — delays on these will impact the entire move timeline.

1 12 Weeks Before — Planning & Audit

Establish the IT workstream, audit your current environment, and begin planning the new site's requirements.

- ☐ ★ Appoint a **dedicated IT move lead** with authority to make decisions and coordinate with the landlord, fit-out team, and IT providers
- ☐ ★ Conduct a **full IT asset audit** — document every server, switch, router, firewall, access point, UPS, printer, and workstation
- ☐ Review existing **ISP and telecoms contracts** — check notice periods, transfer options, and early termination fees
- ☐ ★ Order **internet connectivity** for the new site immediately — business-grade leased lines can take 60–90 days to install
- ☐ Obtain **floor plans** for the new office and begin planning network cabinet, data point, and desk locations
- ☐ Identify which equipment will be **moved, replaced, or decommissioned** — old kit may not be worth relocating
- ☐ Check the new site's **power capacity and distribution** — ensure sufficient dedicated circuits for server rooms and comms cabinets
- ☐ Assess **building access and loading** arrangements — confirm goods lift capacity, loading bay availability, and permitted move hours
- ☐ Begin **procurement process** for any new hardware, cabling, or infrastructure required at the new site
- ☐ Create a **risk register** documenting potential IT move risks, their impact, and mitigation plans

Phase 1 Complete: ☐ /10

2   8 Weeks Before — Design & Procurement

Finalise the new site's IT design, place orders, and begin coordinating with third-party providers.

- [ ] ★ Finalise the **network design** for the new site — VLANs, IP addressing scheme, WiFi coverage plan, and firewall rules
- [ ] ★ Confirm **structured cabling requirements** and appoint a cabling contractor — Cat6a minimum for future-proofing
- [ ] Order all **new hardware** — switches, access points, firewalls, UPS units, and any replacement workstations
- [ ] Coordinate with your **VoIP or telephony provider** to plan the phone system migration or new deployment
- [ ] Arrange **printer and MFD contracts** — confirm whether devices transfer to the new site or need replacement
- [ ] Schedule the **ISP installation date** and confirm the circuit will be live at least 2 weeks before the move
- [ ] Plan the **server room or comms room** layout — rack positions, cooling requirements, fire suppression, and physical security
- [ ] Confirm **access control and CCTV** requirements for the new premises and coordinate installation
- [ ] Update your **disaster recovery plan** to account for the transition period — ensure backups are verified and tested

Phase 2 Complete: [   ] /9

3   4 Weeks Before — Preparation

Infrastructure installation should be underway. Focus on testing, staging, and pre-move communications.

- [ ] ★ Verify **internet connectivity is live** at the new site — test bandwidth, latency, and failover
- [ ] ★ Complete **structured cabling installation** and test every data point — obtain certification reports
- [ ] Install and configure **network equipment** (switches, firewall, access points) at the new site
- [ ] Set up the **server room or comms cabinet** — rack, patch panels, UPS, power distribution, and labelling
- [ ] Test **WiFi coverage** across the entire new office — conduct a site survey to identify any dead zones
- [ ] Configure **VPN site-to-site tunnel** between old and new sites if running in parallel during transition
- [ ] Prepare **user communication** — send the first email to all staff detailing the IT move plan, timeline, and what they need to do
- [ ] Create a **desk-to-user mapping** document showing where every person sits and what IT equipment they need
- [ ] Label all equipment for the move — use **colour-coded labels** matching desk numbers and floor zones

Phase 3 Complete: [   ] /9

4   1 Week Before — Final Preparation

Final checks, backups, and communications. Everything should be confirmed and ready for move day.

- ☐ ★ Perform a **full backup of all servers and critical data** — verify backup integrity with test restores
- ☐ ★ Confirm the **move schedule** with the removal company, building management, and all IT team members
- ☐ Send a **final user communication** with clear instructions — when to shut down, how to pack equipment, and first-day expectations
- ☐ Pre-stage any **new equipment at the new site** — monitors, docking stations, keyboards, and mice at each desk
- ☐ Confirm **IT support coverage** for move day and the first week at the new site — ensure adequate on-site staff
- ☐ Prepare an **emergency contact list** with numbers for ISP, cabling contractor, building management, and key vendors
- ☐ Test the **rollback plan** — confirm you can revert to the old site if a critical failure occurs during the move
- ☐ Print copies of the **floor plan, desk map, and network diagram** for the IT team to reference on move day

Phase 4 Complete: [ ] /8

Critical: Do Not Skip Backups

Equipment damage during transit is the single biggest risk to data during an office move. Ensure every server and NAS has a verified, recent backup stored independently — ideally in the cloud or at a secure offsite location — before any equipment is powered down or disconnected.

5   Move Day

Execute the move plan methodically. Assign clear roles and maintain constant communication throughout the day.

- ☐ ★ **IT team arrives early** at both old and new sites — confirm access, power, and readiness before movers arrive
- ☐ Supervise the **shutdown and disconnection** of all servers, network equipment, and UPS units at the old site
- ☐ Ensure all equipment is **properly packaged** for transit — anti-static bags for drives, padded cases for servers
- ☐ **Photograph cable connections** on the back of every server, switch, and patch panel before disconnecting
- ☐ Supervise **loading and unloading** — ensure IT equipment is transported in climate-controlled, secure vehicles
- ☐ ★ **Install and power on core infrastructure first** — firewall, core switch, server(s), then distribution switches and access points
- ☐ Test **internet connectivity, VPN, and core services** before connecting any workstations
- ☐ Begin **workstation setup** by floor or zone — connect, power on, and verify network access at each desk
- ☐ Maintain a **real-time issues log** throughout the day — document every problem and its resolution

Phase 5 Complete: [ ] /9

6 Post-Move — Week 1

Focus on resolving issues, verifying every system, and ensuring all staff can work productively.

- ☐ ★ Provide **dedicated on-site IT support** for the first 3–5 business days to resolve issues immediately
- ☐ Verify **every workstation** has network connectivity, can print, access shared drives, and connect to all business applications
- ☐ Test all **meeting room technology** — video conferencing, screen sharing, audio systems, and room booking displays
- ☐ Confirm **telephone system** is fully operational — all extensions, hunt groups, auto-attendant, and voicemail working
- ☐ Verify **WiFi performance** under real-world load — check all areas during peak hours with full staff on site
- ☐ Test **backup jobs** are running successfully from the new site — verify at least one full backup cycle completes
- ☐ Check **security systems** — access control, CCTV, alarm system, and visitor management are all operational
- ☐ Update **DNS records, MX records, and public IP references** if the move has changed your external-facing infrastructure
- ☐ Send a **staff feedback survey** to identify any unresolved IT issues or areas where additional support is needed

Phase 6 Complete: [   ] /9

7 Post-Move — Weeks 2–4

Wrap up outstanding items, update documentation, decommission the old site, and capture lessons learned.

- ☐ Update all **IT documentation** — network diagrams, IP address registers, asset inventory, and configuration records
- ☐ Update **business continuity and disaster recovery plans** to reflect the new site's infrastructure and contact details
- ☐ **Decommission the old site** — cancel ISP circuits, return leased equipment, and arrange secure disposal of any remaining kit
- ☐ Ensure all **leased or rented equipment** has been returned — printers, MFDs, and any other vendor-owned assets
- ☐ Conduct a **post-move review meeting** with all stakeholders — capture what went well, what did not, and lessons learned
- ☐ Resolve any **outstanding snagging items** from the issues log — ensure zero open IT tickets related to the move
- ☐ Update your **insurance policy** to reflect the new address, asset values, and any changes to equipment
- ☐ Notify all **software vendors and licence providers** of the address change — update billing and support contacts

Phase 7 Complete: [   ] /8

Σ Completion Summary

#	PHASE	SCORE	STATUS
1	12 Weeks Before — Planning & Audit	/ 10	Done / In Progress
2	8 Weeks Before — Design & Procurement	/ 9	Done / In Progress
3	4 Weeks Before — Preparation	/ 9	Done / In Progress
4	1 Week Before — Final Preparation	/ 8	Done / In Progress
5	Move Day	/ 9	Done / In Progress
6	Post-Move — Week 1	/ 9	Done / In Progress
7	Post-Move — Weeks 2–4	/ 8	Done / In Progress
TOTAL		**/ 62**	

Completion Guidance
56–62 (90%+): Excellent — your IT move is thoroughly planned and executed. Minimal risk of disruption.
44–55 (70–89%): Good foundation but gaps remain. Address any incomplete items before or immediately after the move.
Below 44 (under 70%): Significant gaps that could lead to downtime, data loss, or staff disruption. Seek professional IT move support.

! Key Contacts & Notes

Move Contacts

IT Move Lead: ....

IT Provider / MSP: ....

ISP Contact: ....

Cabling Contractor: ....

Building Management: ....

Removal Company: ....

Additional Notes

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→ Move Timeline at a Glance

TIMELINE	KEY MILESTONES	OWNER	STATUS
T-12 weeks	Appoint IT lead, audit assets, order internet line		
T-8 weeks	Finalise network design, order hardware, appoint cabling contractor		
T-4 weeks	Internet live, cabling complete, equipment installed and tested		
T-1 week	Full backups, final comms to staff, rollback plan confirmed		
Move Day	Shutdown old site, transport, install, power on, verify core services		
T+1 week	On-site support, verify all systems, test backups, staff survey		
T+2-4 weeks	Update docs, decommission old site, lessons learned review		

Internet Lead Time Warning

Business-grade leased lines and dedicated fibre circuits in the UK typically require 60–90 working days for installation. This is the single most common cause of IT move delays. Order connectivity as early as possible — ideally at the point of signing the new lease. Temporary 4G/5G broadband can serve as a fallback but should not be relied upon as a primary connection for a full office.

Professional IT Move Support

An experienced IT partner can manage your entire office move technology workstream — from initial audit through to post-move support. This includes network design, procurement, project management, move-day engineering, and first-week hypercare. Engaging specialists early reduces risk and ensures your team can focus on the business rather than the technology.

Lessons Learned

Planning an Office Move?
Our team manages the full IT workstream — from audit to move day to post-move hypercare.

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Move managed by: _____ Move date: _____ Review date: _____

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