

FREE RESOURCE — MOVE PLANNING CHECKLIST

Office Move IT Checklist

A 12-week countdown to a clean office relocation cutover. Eight phases covering vendor coordination, ISP procurement, network design, communications, move-day execution and post-move stabilisation. Tick each task as it lands and capture sign-offs on the last page.

12wk

COUNTDOWN
START TO
FINISH

8

PHASES FROM
KICK-OFF TO
+30 DAYS

75+

TASKS ACROSS
EVERY
WORKSTREAM

Fillable

TICK & TYPE
IN ANY VIEWER

ISP & CONNECTIVITY

NETWORK & WIFI

CUTOVER

DECOMMISSIONING

PREPARED FOR

Cloudswitched Knowledge
Library

PREPARED BY

Cloudswitched Ltd.

VERSION

2026 Edition

FORMAT

Interactive PDF

00

How to use this checklist

Work backwards from your move date. Print or open this PDF on day one of the project and assign a named owner to every task. Tick each item only when it is **done, signed off and evidenced** — not in flight, not booked, not promised. An IT office move is a fixed-date project where every dependency has a lead time, so a missed task in week 12 lands as a fault on move-day.

An **interactive PDF** — tick the boxes and type your contact names and dates directly in any modern PDF viewer (Adobe Acrobat Reader, Apple Preview, Foxit, Chrome, Edge). Use the team-contacts page at the back to capture every sign-off owner and date.

HOW THE 12-WEEK COUNTDOWN WORKS

The eight phases below are sized to a 12-week lead time — the minimum realistic window once you factor in a 60–90 day ISP install. If your date is closer than 12 weeks, start at the phase that matches your remaining runway and accept that some long-lead tasks (leased line, structured cabling, MFP relocation) will need a fallback plan.

THE THREE LEAD-TIME KILLERS

Three items dominate the critical path on every UK office move: **(1) the ISP install** (FTTP 30–60 days, leased line 60–90 days), **(2) structured cabling** (4–6 weeks once a contractor is booked), and **(3) the landlord IT clause** (consent for risers, comms-room access, out-of-hours building access). Lock these in week 12 or expect to slip.

The eight phases

- **01 T-12 weeks** — Project kick-off, vendor coordination, budget, risk register.
- **02 T-10 weeks** — ISP & failover orders, site survey, comms-room location.
- **03 T-8 weeks** — Network design, kit procurement, structured cabling, MFP relocation.
- **04 T-6 weeks** — Communications, cutover runbook, engineer scheduling, BCP update.
- **05 T-4 weeks** — User comms, desk plan, end-to-end testing, training briefings.
- **06 T-1 week** — Final prep, full backups, change freeze, pre-flight call.
- **07 Move day** — Cutover execution, ISP handover, phone cutover, floor walks.
- **08 Post-move** — Stabilisation, old-site decommissioning, contract cancellations, lessons learned.

01

T-12 weeks — Project kick-off & vendor coordination

Week 12 is the only point at which all the long-lead dependencies are still solvable. Lock the move date, name the IT lead, line up your MSP and identify every vendor who will need to be on site — or the rest of the countdown will keep tripping over decisions that should already be made.

- IT move lead and deputy appointed** with named owners (not "IT will handle it") and a written authority to spend within the agreed budget.
- Move date confirmed** with the landlord and senior leadership — primary date plus one backup contingency date documented.
- Cutover strategy chosen** — single-night switch-over, weekend cutover, or phased move over multiple weekends. Document the decision.
- MSP / IT support provider engaged** — scope, day rate and on-site cover for move day plus the first 5 working days agreed in writing.
- Project budget built** covering ISP install fees, new kit, structured cabling, MFP relocation, MSP days and a *15% contingency*.
- All vendors identified** — ISP, phone/SIP, MFP/copier, AV, alarm/CCTV, access control, structured cabling, removals. One contact name per vendor.
- Stakeholder workshop run** with department heads to capture business-critical apps, downtime tolerance, and the systems that must come up first on move-day.
- Project risk register opened** — every dependency, lead time, single point of failure and external commitment logged with an owner.

LANDLORD IT CLAUSE — ASK NOW

Confirm in writing that your lease allows the cabling, riser access and comms-room location you need. Some London buildings require landlord-approved contractors only and add 4–6 weeks of consent. Ask in week 12, not week 4.

02

T-10 weeks — ISP, connectivity & site survey

The primary internet circuit is the longest single lead time on any move. Place the order this week, walk the new building with a network engineer, and lock in where the comms-room sits before anything else is designed around it.

- Primary internet circuit ordered** at the new site — FTTP, leased line or EFM. Installation date confirmed in writing by the ISP.
- Secondary failover circuit ordered** — 4G/5G bonded, second ISP fibre, or wireless backup. Independent of the primary route to the cabinet.
- SIP / Teams Calling cutover scheduled** — number port-out from old site initiated; porting window booked 30–45 days ahead.
- On-site network & WiFi site survey conducted** by your MSP or network vendor — survey report on file with floor plans.
- Comms room location agreed** with the landlord — power, cooling, fire suppression and 24x7 secure access confirmed in writing.
- WiFi access point count & positions** finalised from the site survey heat-map — PoE switch budget calculated accordingly.
- Existing comms cabinets photographed and inventoried** — every switch port, patch lead, cable label and uplink documented before disconnection.
- Old-site ISP and PSTN contracts checked** for notice periods and termination clauses — flag any contract that auto-renews before move-day.

FTTP VS LEASED LINE LEAD TIMES

FTTP installs typically run 30–60 days from order; leased lines 60–90 days, sometimes more if a survey identifies civils work. Always assume the worst-case lead time and chase the ISP weekly — *"the order is on hold pending a survey"* is the most common silent delay.

03

T-8 weeks — Network design & equipment procurement

With the comms room location and WiFi survey in hand, lock the network design and place every equipment order this week. Anything that ships from a distributor needs 2–4 weeks of float; anything custom-cut (Cat6a, fibre patches) needs 4–6 weeks.

- Network diagram finalised** for the new site — VLANs, IP plan, DHCP scopes, DNS, default routes and firewall zones documented.
- Network equipment ordered** — firewall, core/PoE switches, access points, SFP modules, UPS, rack and patch panels. Confirm delivery date.
- Structured cabling ordered** — Cat6a runs to every desk, AP and printer location; fibre patches; cable management. Installer dates booked.
- End-user kit additions ordered** — replacement monitors, dock stations, keyboards, headsets, webcams. Delivered direct to new site.
- Printer / MFP relocation booked** with the leasing vendor — engineer slot, network reconfiguration and new lease site address confirmed.
- Kit pre-staging plan agreed** — firewall, switches and APs pre-configured in advance so move-day is a power-on, not a setup.
- DNS, SSL and Microsoft 365 trust records reviewed** — identify anything tied to the old WAN IP that will need updating at cutover.
- Power audit completed** for the new comms room and floor — circuits, sockets, UPS capacity, surge protection all confirmed sufficient.

SHIP TO THE NEW SITE, NOT THE OLD

Direct every supplier delivery to the new building from this week on. A monitor delivered to the old site three weeks before the move becomes a second removal, two extra hops of liability, and a cardboard mountain reception has to baby-sit.

04

T-6 weeks — Communications & cutover plan

Hardware is in motion — now the humans need a plan. Publish the cutover runbook, book every engineer needed on site, and update the business continuity plan with the new address before anyone starts packing.

- Move-date staff communications published** — new address, date, what to do, what NOT to do, where to ask questions.
- Cutover runbook published** — minute-by-minute timing for the move team, with named owners for every step from power-down to power-up.
- MSP / engineer attendance booked** for move-day and the following working day — written confirmation, not a verbal promise.
- Vendor on-site presence scheduled** for move-day — ISP, phone, MFP, AV/CCTV, access control. One named engineer per vendor.
- Removals vendor booked** — number of cages/crates, lift availability at both buildings, parking permits, out-of-hours dock access confirmed.
- Change freeze declared** — no non-essential IT changes in the 5 working days before the move. Communicated to all engineers and approvers.
- Business continuity / DR plan updated** with new site addresses, comms-room location, fire muster point and out-of-hours contacts.
- Insurance, asset register and supplier records updated** with the new address — including the cyber-insurance schedule of hardware.

RUNBOOK BEATS HEROICS

The single biggest predictor of a clean cutover is a written runbook everyone has read 48 hours before. "I'll figure it out on the night" is how a 3-hour outage becomes a Monday-morning crisis.

05

T-4 weeks — User comms & end-to-end testing

Four weeks out the new building should be live enough to test against. Issue desk allocations, walk every staff member through what they personally need to do, and prove that printing, calling, VPN and failover all work before you commit to a move-date.

- Desk allocations published** — floor plan with each staff member named to a specific desk number, agreed with department heads.
- Printer / MFP locations and queue names communicated** — staff know which printer their default print queue points to on day one.
- Remote-working day arranged** for the team during the cutover — VPN/ZTNA tested from home, Teams and email confirmed working.
- Failover circuit tested live** — pull the primary, confirm the failover takes over inside SLA, confirm it cuts back cleanly.
- End-to-end print test** from a pre-staged laptop to every MFP, with scan-to-email and follow-me print queues verified.
- Phone / Teams Calling test calls** placed inbound and outbound on the new circuit — hunt groups, voicemail and call recording all confirmed.
- Pack-and-label briefing issued** to every staff member — what to label, what to leave behind, what IT will collect centrally.
- Reception and front-of-house briefed** on visitor WiFi password, visitor management system, security pass collection and any temporary signage.

TEST THE FAILOVER, NOT JUST THE PRIMARY

Most cutover incidents that bite the next morning are not the primary circuit — it usually works. They are the failover that nobody actually tested live: a misconfigured routing table, a missing DNS forwarder, a SIM that needs activating before it answers.

06

T-1 week — Final preparation & change freeze

The final week is about evidence, not activity. Confirm every dependency in writing, take a clean backup of everything that is about to move, and walk into Friday with one runbook, one engineer rota and zero unanswered questions.

- All kit, cabling and licences received and staged** — firewall, switches, APs racked and pre-configured at the new site.
- Engineer attendance confirmed in writing** for ISP, phone vendor, MFP, AV/CCTV and any structured cabling contractor — arrival times agreed.
- Labelled crate / bag issued to every staff member** — for their device, dock, cables, headset and personal items. Name + new desk number on each.
- Full backup taken** of every on-prem server, NAS, application database and file share that is being moved — verified successful.
- Microsoft 365 backup taken** via the third-party tool (Microsoft retention is not a backup) — restore-test a sample mailbox before the move.
- Power outlets tested** at every new desk and in the comms room — UPS units charged, surge protection verified.
- Pre-flight call held** 48 hours before the move with MSP, landlord, ISP, removals lead and IT lead. Go/no-go decision documented.
- Building access briefed** — security, lift booking, dock access, parking and out-of-hours building entry confirmed for the move team.

DOCUMENT THE GO/NO-GO DECISION

Decide at the 48-hour pre-flight whether to move or postpone — and put the decision in writing with named approvers. Postponing on Thursday for a known-late ISP install is professional.

Pushing on regardless and outage-ing Monday morning is not.

07

Move day — Cutover execution

The runbook now drives the day. Two named IT leads — one at the old building managing power-down, packing and sign-out; one at the new building running rack, patch, power-up and floor-walk. Do not leave the building until every check below is ticked.

- Move team on-site at the old building** at the agreed start time — labels, crates, signage, hi-vis and clipboards in hand.
- IT lead on-site at the new building** ahead of goods-in — rack power confirmed live, comms-room signed off by the engineer.
- Final shutdown of on-prem servers / NAS** — verified backup completed within the last 4 hours before power-down.
- New-site network powered up and verified** — firewall, core switches, PoE switches, APs — all reachable from a laptop on each VLAN.
- ISP handover signed off** — primary circuit and failover both up, public IP confirmed, ISP support contact recorded on the runbook.
- Phone / Teams Calling cutover verified** — inbound numbers reach the right hunt groups, outbound CLI is correct, voicemail routed.
- Print test from every floor / MFP** — AD-bound, follow-me queue, scan-to-email, all confirmed before users return on Monday.
- Floor walk completed** — each desk powered, wired, on the correct VLAN, with the right device docked. Sign the runbook before leaving.

IF IT ISN'T GREEN, DON'T LEAVE

Every minute spent debugging on Sunday night costs you ten Monday morning — with 80 people watching. If any item above is red or amber, hold the team on site, escalate to the vendor on-call, and document the workaround before stepping away.

08

Post-move — Stabilisation & decommissioning

The first 10 working days after move-day decide whether the project lands as a success or a slow grumble. Visible engineers on the floor, daily stand-ups, the old site emptied and contracts cancelled — close the loop within 30 days.

- Floor walk Day 1** with the IT lead, MSP engineer and a department rep — capture every issue on a shared list with named owners.
- First-day tickets triaged inside 4 working hours** — visible engineers on the floor, not hidden behind a portal.
- Daily 15-minute stand-up for the first 5 working days** — IT, MSP, facilities, comms. Outstanding issues with owners and due dates.
- Old-site decommissioning** — all kit recovered, securely wiped to organisational standard, chain-of-custody signed for every serial number.
- Old-site comms room dismantled** — patch leads recovered or disposed, racks removed, dilapidations documented for the landlord.
- Old-site contracts cancelled** — ISP, PSTN, alarm, CCTV, MFP, security. Final invoices verified against the agreed termination terms.
- Asset register, IT documentation and DR plan updated** with the new site state — network diagram, IP plan, contact list refreshed.
- Lessons-learned review held** within 10 working days — what went right, what to change next time, with the full move team and stakeholders.

VISIBLE ENGINEERING WINS THE ROOM

A walking engineer in a hi-vis vest on Monday morning is worth ten support tickets. People who can wave someone over and have a monitor swapped in five minutes stop emailing the leadership team about the IT department being broken.



Team contacts, sign-offs & key dates

The single page everybody on the move team looks at when something goes wrong. Fill it in week 12 and keep it updated — one named person per role, one phone number that answers out-of-hours.

Move team & vendor contacts

ROLE	NAME	PHONE	EMAIL
IT move lead	_____	-----	-----
Deputy / cover	_____	-----	-----
MSP / IT support lead	_____	-----	-----
Landlord / building mgr	_____	-----	-----
ISP account manager	_____	-----	-----
Removals lead	_____	-----	-----

PRIMARY MOVE DATE

BACKUP DATE

CUTOVER SIGN-OFF DATE

Move-day notes

Planning an office move?

Cloudswitched runs end-to-end IT relocations for UK SMEs — ISP procurement, network design, cutover and post-move support, with fixed-price project plans.

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