



basic™

## 10 IT CONSIDERATIONS WHEN PLANNING YOUR OFFICE RELOCATION

### 1. Connectivity & Internet

The first thing should be to organise your phone lines and broadband as this could take some time to be processed.

### 2. Comms & Server Locations

Is the desired location clean and well ventilated? Does it need to be secure? Do cables need to be re-routed?

### 3. Existing Cables & Infrastructure

Does your new location already have network points and quality data cables in place? Are the data points in the right place?

### 4. Suitable Furniture

Will you be taking your current furniture with you or will you need more suitable new desks and chairs? Do they include cable trays?

### 5. Sufficient Power

Will current power points be sufficient for your equipment or will you want to have extra sockets installed?

### 6. Additional Accounts

Are you employing extra staff and do they need system accounts created? New account creation can sometimes be an afterthought.

### 7. Specialist Software

Are there key machines or devices that need specific software? Do you know where these devices are going to be located?

### 8. Move Co-ordinator

Office moves generally run smoother when you have a dedicated point of contact who will be managing the project.

### 9. Access To The Building

Are there any obstructions or hazards that may impede the delivery or installation of equipment and services?

### 10. Publicise New Location

Inform your regular suppliers and not forgetting your customers and clients where your new offices are. *Not really IT but very important!*

To discuss your options for moving offices or help with any of the above contact us today!

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