

# Free Business IT Guide

This guide is for business professionals planning an office move. For more information or support, contact support@zdown.co.nz.



## Moving Offices? Here's your IT checklist...

If your business is moving, don't get caught out with no internet, email or phone systems on your move day, use this checklist to ensure that you've got everything sorted.

Tick off the areas where you are completely covered off in the "I'm Sorted" column and when you are not sure, tick "I'm not 100%" and pass this list to your IT people.

Ref	Area	I'm Sorted <input checked="" type="checkbox"/>	I'm not 100% <input checked="" type="checkbox"/>
1.	Administration and communications <ul style="list-style-type: none"> <li><input type="checkbox"/> Your IT support or staff should be notified of the move as soon as possible so that they can start organising things.</li> <li><input type="checkbox"/> Updated address sent to all IT vendors for goods deliveries</li> <li><input type="checkbox"/> You may want to review insurance cover for damages to expensive computer equipment during a move</li> </ul>	♣	♣
2.	New Site Layout Organised <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor plan and desk plans reviewed</li> <li><input type="checkbox"/> Server room plan reviewed</li> <li><input type="checkbox"/> Cabling installed</li> <li><input type="checkbox"/> Cabling independently tested</li> <li><input type="checkbox"/> Wireless survey conducted (if relevant)</li> <li><input type="checkbox"/> Alarm system in place and monitoring / response arranged for new site</li> <li><input type="checkbox"/> Security of server room reviewed</li> <li><input type="checkbox"/> Sufficient power in server room (some UPS require higher than standard power supply)</li> <li><input type="checkbox"/> Sufficient power outlets for each desk</li> <li><input type="checkbox"/> Sufficient data and phone outlets for each desk</li> </ul>	♣	♣
3.	Internet Cutover <ul style="list-style-type: none"> <li><input type="checkbox"/> New internet connection ordered : should be ready 1 week before move</li> <li><input type="checkbox"/> IT support organised to test new connection</li> <li><input type="checkbox"/> New connection should be tested 1 week before move for speed</li> <li><input type="checkbox"/> New static IP address arranged</li> <li><input type="checkbox"/> Backup plan in place should internet cutover fail on move day</li> <li><input type="checkbox"/> DNS record cutover for email arranged</li> <li><input type="checkbox"/> DNS record cutover for web services arranged</li> <li><input type="checkbox"/> DNS record cutover for remote access arranged</li> <li><input type="checkbox"/> Secondary MX records in place and tested</li> <li><input type="checkbox"/> Cancellation of old connection ordered</li> </ul>	♣	♣
4.	Phone Cutover <ul style="list-style-type: none"> <li><input type="checkbox"/> New phone connections ordered</li> <li><input type="checkbox"/> Phone cutover planned out in detail</li> <li><input type="checkbox"/> Backup plan in place should phone cutover fail on move day</li> <li><input type="checkbox"/> PABX support company booked to move PABX and rewire</li> <li><input type="checkbox"/> Analogue fax line/s organised and outlets labeled clearly</li> </ul>	♣	♣

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5.	Server Room Move Organised with IT support or staff <ul style="list-style-type: none"> <li><input type="checkbox"/> Full backups scheduled prior to shift</li> <li><input type="checkbox"/> Server/s imaged prior to shift</li> <li><input type="checkbox"/> Packaging arranged for equipment</li> <li><input type="checkbox"/> Weather protection arranged if equipment not being boxed</li> <li><input type="checkbox"/> Server room power and data cabling retested before move</li> <li><input type="checkbox"/> Test plan completed to ensure that all computer services are working <i>prior</i> to staff arriving at new site</li> </ul>	♣	♣
6.	PC move <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor plan has desk and staff assignments</li> <li><input type="checkbox"/> Sufficient packaging organised</li> <li><input type="checkbox"/> Unpacking of PC's and testing organised</li> <li><input type="checkbox"/> PC test sheets printed out</li> </ul>	♣	♣
7.	IT Improvements that can be added during a move; <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase a server rack to protect your equipment</li> <li><input type="checkbox"/> Tidy and colour code your data cabling and cabinet</li> <li><input type="checkbox"/> Improve power protection and UPS</li> <li><input type="checkbox"/> Install a video welcome display at reception</li> <li><input type="checkbox"/> Install a secure, wireless network</li> <li><input type="checkbox"/> Use LCD photo frames to display digital marketing in meeting rooms</li> <li><input type="checkbox"/> Tidy, cable-tie and label power cables</li> <li><input type="checkbox"/> Replace old power boards in server room</li> <li><input type="checkbox"/> Re-label all equipment</li> <li><input type="checkbox"/> Replace aging backup tapes</li> <li><input type="checkbox"/> Test and Replace UPS batteries</li> <li><input type="checkbox"/> Review your Disaster Recovery Plan</li> <li><input type="checkbox"/> Clean all computers and screens</li> <li><input type="checkbox"/> Clean dust out from computer and server fan inlets on rear of computer</li> <li><input type="checkbox"/> Organise software media and licensing</li> <li><input type="checkbox"/> Throw away (recycle) all of those old CRT monitors, 8 year old software and ancient keyboards that you've been hoarding!</li> </ul>	♣	♣

## How do you stack up?

If you have ticked anything in the "I'm not 100%" column and want some advice, do not hesitate to email me at [stuart@zdown.co.nz](mailto:stuart@zdown.co.nz)

## Helping you Move

We've helped many companies move their IT systems before so if you would like some help, we're only a phone call away. We would be thrilled to assist with;

- Pre-move preparations and planning
- Setting up your new site before you move in (power, data cabling, server room, wireless)
- Assisting you move your computer systems on move day
- Setting up and testing your systems in the new site
- Supporting your staff on the first day