

New Office IT Setup Checklist

Work backwards from the move date. The items with lead times are the ones that ruin move weekends.

Move date: _____ **Site:** _____

Eight weeks out, because of lead times

- ☐ Order the internet connection. This is almost always the longest lead time
- ☐ Confirm what the building already provides: cabling, risers, existing provider agreements
- ☐ Check whether the space has existing cabling and whether it is usable
- ☐ Book any cabling work

Four weeks out

- ☐ Plan Wi-Fi coverage against the actual floor plan, not the square footage
- ☐ Decide network segments: staff, guest, equipment, and anything on the shop floor
- ☐ Order hardware: router or firewall, switches, access points
- ☐ Plan the phone system, including number porting if applicable
- ☐ Confirm power and a ventilated, lockable spot for equipment

Two weeks out

- ☐ Confirm the internet install date in writing
- ☐ Arrange a temporary connection as a fallback
- ☐ Label everything before it is unplugged
- ☐ Photograph the existing setup before dismantling it

Move week

- ☐ Test the new connection before moving anyone
- ☐ Set up and test the network before the desks arrive
- ☐ Confirm printing, scanning and video calls work
- ☐ Test Wi-Fi in the far corners, the boardroom, and anywhere with thick walls
- ☐ Update your address on invoices, website, Google Business Profile, and directory listings

After

- ☐ Update your systems document with the new setup

- ☐ Cancel the old connection, once the new one is proven
- ☐ Return or securely dispose of old equipment, wiping anything that held data

The two that catch people

Internet lead times, which can run many weeks. And building restrictions on cabling work, which often require landlord approval and a certificate.

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