FLUXLABS

CHECKLIST · MOVES AND NEW LOCATIONS

Moving or opening a location

Internet lines can take 30 to 90 days to install. Start IT planning as soon as the lease is signed.

New address _____ Number of people _____

Move or open date _____ IT contact _____

90 DAYS OUT

Plan

- [ ] Tell IT the address and date
- [ ] Order internet service, plus a backup line
- [ ] Walk the space with IT: desks, printers, Wi-Fi spots
- [ ] Check the building's existing wiring and closet

30 TO 60 DAYS

Build

- [ ] Network cabling and the equipment closet
- [ ] Firewall, switches and Wi-Fi ordered
- [ ] Phone numbers moved or added
- [ ] Cameras, door access and alarms planned

MOVE WEEK

Set up

- [ ] Internet live and tested before move day
- [ ] Network and Wi-Fi installed
- [ ] Label cables and pack computers with their cords
- [ ] Update the address on accounts and your website

MOVE DAY AND AFTER

Go live

- [ ] Computers, printers and phones set up and tested
- [ ] Every person checks email, files and printing
- [ ] Old location's services canceled
- [ ] Old equipment wiped before it's thrown out

The step people forget

Ordering internet service. It's usually the longest wait of the whole move, so do it the week you sign the lease.