

IT RELOCATION CHECKLIST

- Who will spearhead the process?
- Have you established a deadline?
- Have you done a site visit?
- Are all contracts and agreements handled?
- Have you listed all your IT equipment and decided what to move, upgrade, or discard?
- Have you contacted all service providers to inform them of your move?
- Have you implemented comprehensive data backup solutions?
- Did you securely pack your equipment and label it clearly?
- Does your new office have a network setup, including cabling and power requirements?
- Have all services been transferred and tested before the move?
- Do you have a contingency plan for unexpected issues?
- Did you do a final walkthrough to ensure everything is operational?