



Whenever you need to move or expand your IT infrastructure, the more information you have about your needs, timeframe and vendors the better.

Adding new network services isn't something that can happen overnight so the sooner you know that you will need to make any changes the higher your chances are that they be implemented and running by your go live date.

There is a lot of information that needs to be called on prior to a move such as account and contract information. A move is a great opportunity to get bids from additional providers to see what is best for your new location as well as your budget. Additionally, logins for all your devices will be essential for a smooth transition and they should be kept secure and confidential. Below is a checklist of these items to assist you for any IT related move or expansion.

## Planning & Budgeting → Pre-Move → Move → Testing → Go Live

- Your move coordinator's contact information
- Shutdown date & time and go live date & time
- Current and new office addresses
- Labeled floor plans for both locations
- IT company contact information for data network and voice network (if applicable)
- Mover's name and contact information. *Do your movers have insurance to cover moving your IT equipment?*
- Contact information of new location's building manager for any move-in related needs
- Cabling company contact information
- Login and passwords for your servers, routers, switches and Telco equipment
- DNS login and password for any changes
- Internet and Telco provider(s) contact information, account #s and contract information. Can your current providers provide service at new location?
- Will you be using the same Internet and Telco providers at your new location? Will your IP addresses stay the same? If switching providers, your IP address will change, so you will need a static IP. *Allow 4-6 weeks for circuit installation.*
- Will the circuit be installed in the new building's Telco room (cables extended to the suite) or in the Server room of your new office suite? *Either option will require a cabling company.*
- Do you have analog lines at your current location (i.e. fax, postage machine)? If you so, you will need your provider's contact information and account #
- Are backups being done? When will a last backup be done prior to the move?
- How many computers and printers do you have? Will more be added after the move?
- How many phones do you have? Will more be added after the move?
- Will you need any new switches, routers etc. to handle any additional capacity?
- Do you have the correct # licenses for any new users?
- Do you have email, VPN, a website or any other system that is accessed externally, which will be affected by this move?
- Are you or will you be connected to any other offices?

**Do you have any questions or need assistance with an upcoming move or expansion? If so, please feel free to contact Weismann Technologies, Inc. at 214-452-1370 or via email at [info@weismanntek.com](mailto:info@weismanntek.com)**