



Upon first thought, office relocation may appear to be a straight forward situation but without the necessary planning and preparation, it could be a potentially disruptive and stressful affair if not adequately planned for. As an ICT specialist, incovo have helped plan and provision relocations for a number of businesses with the knowledge that can help avert costly mistakes and we have put together this guide to help any business prepare correctly and avoid catastrophe.



Step 1 - Review your current IT and Telecoms systems

If you are in the process of planning a move then it represents an ideal opportunity to conduct an assessment of your current set-up and evaluate whether or not it is serving your business' requirements. You should contact your current IT and Telecoms supplier to get advice on any potential technology upgrades which could improve your business processes, increase your productivity, or help make cost savings.



Step 2 - Establish key dates and make a timetable

As soon as you know your moving date it would be prudent to begin planning and initiating dialogue with suppliers. An outline of critical business commitments should be drawn-up and added to your timeline to ensure no disruption. Making provisions for site surveys for new premises to organise endpoint and cabling requirements; as well as cancelling any lease or rental arrangements no longer required.

Some Useful Considerations



Telephone numbers can take 10 - 20 working days to port over from one supplier to another.



Give 25 working days' notice to your supplier before moving in case any new or additional lines have to be installed



IDSNTelecoms Installs can take up to 6 weeks.



Leased Lines can take up to 45-60 working days notice before a move.



Step 3 - Audit your equipment

Prior to the move, make a list of all your IT and Telecoms equipment including:



PCs



Servers



Telecoms
Equipment



Printers



Faxes

Relocation Business Continuity Actions

- Backup data and make several copies which should be kept off-site
- Make an inventory of all your hardware, software, servers, storage and networking equipment
- Plan how you are going to switch phone lines, numbers, internet connections, migration of data and transfer of servers
- Ensure that key members of staff can work remotely if necessary
- Create a list of external contacts including your IT and Telecoms Consultants and Technicians
- Create copies of critical documents that you would need to start your business over again and keep off-site



Step 4 - Site Surveys of your new premises

In order to ascertain the suitability of the facilities for your business communications requirements you should conduct surveys to identify:



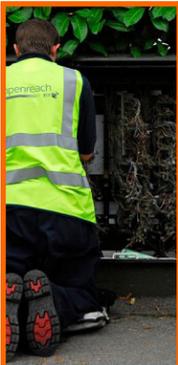
voice and
data cabling
infrastructure



BT services
available where
(Network
Services)



Cabling
Requirements for
telephone lines,
broadband,
leased lines,
CCTV and
alarm lines



TECHNOLOGY UPGRADES

The migration to a new premises is the ideal setting for an upgrade to your business' communications infrastructure. Depending on your location and its availability, you may be able to upgrade to **Ethernet in the First Mile (EFM)** or a **Leased Line**. Similarly, a **Hosted Telephony solution** is worth considering given numerous benefits of a cloud-based telephony platform.



Step 5 - Data Cabling installation

Following the site surveys you will have a clearer picture of the new site's current suitability and requirements. Should you require any new or additional cabling to the site then you should allow for enough time for this prior to the move.



ICT - IT and Telecoms Office Moving Guide



Assisted relocation

As an experienced and dedicated ICT solutions provider, incovo are able to offer a range of services that will help make the move seamless including:

Removal and re-installation of IT & Telecoms Equipment

Given the complexity of modern telephony systems we would recommend that this should only be carried out by trained professionals. The importance of removing, packing, transporting and re-installing equipment is critical.

Contractor/ Service Provider Liaison

We can liaise with service providers like Gamma or BT to ensure your services are terminated at your old premises and fully operational on the correct dates in time for your move.

Data Cabling

incovo are minitran accredited data cabling and have completed installations across numerous sites throughout the UK.

Go Live Support

In the event of any problems we can provide live assistance - either onsite or remotely to help ensure a smooth transition.

Training

In the event of new technology or infrastructure being implemented into the new premises, incovo can offer comprehensive training suited to your requirements.

The relocation of an office can be a challenging affair and without sufficient expertise or know how, IT and Telecoms can be a nightmare. To get it right often requires the help of a professional IT and Telecoms specialist, who can get the move completed on time, within budget and ensure that you are ready for business right from the first minute in your new office.

incovo has a team of IT & Telecoms specialists who are experienced in managing office moves for a wide range of customers, all with different requirements.

We are here to help

Call us today
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