

FREE CHECKLIST

# Relocation and Expansion Location Checklist

The infrastructure upgrade checklist: internet, firewall, switching, Wi-Fi, building security, phones, SD-WAN, vendors, domains, cloud and contact center.

For relocations and new expansion locations, both really infrastructure upgrades. They go wrong at vendor handoffs and in items ordered too late. Work through side 1 while you choose and fit out the space, and side 2 in the weeks around the move. Carrier and equipment lead times vary, so start early.

## 1. Before you sign the lease: walk the space

- ☐ Which internet service providers (ISPs) already have fiber or cable into the building, and to which floor
- ☐ A room or closet for network equipment (the MDF, main distribution frame) with power, cooling and a lockable door
- ☐ Existing cabling: grade (Cat 6 or better), labeling and whether it tests clean enough to reuse
- ☐ How new cable reaches your floor: risers, ceiling type, conduit and fire-rated walls
- ☐ Cell signal inside the space, especially interior rooms and lower floors
- ☐ Landlord rules: after-hours work, freight elevator booking, approved contractors, insurance certificates

## 2. Once the lease is signed: order what takes longest

- ☐ Primary internet circuit, plus a backup circuit from a different provider where downtime is costly
- ☐ Phone number porting request, and a date for the phone cutover
- ☐ Low-voltage cabling and equipment rooms added to the construction drawings before walls close
- ☐ Equipment with long lead times: switches, firewall, Wi-Fi access points, cameras, door hardware
- ☐ Moving date confirmed with your mover, landlord and every vendor
- ☐ Domain name registrations, DNS, cloud services and contact center routing listed, each with an owner

**Opening an expansion location?** Build it to the same standards as the first: the same network design, security settings, phone system and camera and door platforms, managed from one place.

## 3. Design: one floor plan for every system

- ☐ Data drops at every desk, printer, TV and conference room
- ☐ Wi-Fi access point locations from a predictive survey of the floor plan
- ☐ Camera views and recording, and which doors get card readers
- ☐ Separate VLANs (virtual local area networks) for staff, guests, phones and cameras
- ☐ IDF closets (intermediate distribution frames) if the space spans floors or long distances
- ☐ Power: UPS (uninterruptible power supply) units for the network and phones

## 4. Inventory: what moves, retires or is new

- ☐ PCs, monitors, printers, phones and servers, tagged by owner
- ☐ Servers and files: move to the new room, to colocation, or to Microsoft 365 and Azure
- ☐ Equipment past end of support: replace now rather than move it twice
- ☐ Software licenses tied to a device or an address
- ☐ Old drives wiped to a documented standard before disposal

**Already have an IT provider?** Many clients bring BTI in for the new location first. If it goes well, BTI can take over the rest or work alongside your team.

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## 5. Move week

- ☐ Pre-staged first: fiber, internet, switches, firewall, Wi-Fi, AV, access control, cameras and alarm
- ☐ Wi-Fi upgraded for the new space (newer Wi-Fi can reduce the number of cable drops)
- ☐ Bigger moves or expansions: new network infrastructure pre-staged, with cabling, racks and cabinets in place before the move
- ☐ Internet circuits live and tested under load at the new site
- ☐ Network, Wi-Fi and phones configured and tested before staff arrive
- ☐ Cameras recording and door readers working with current badges
- ☐ Cutover plan written (phased by department or all at once): every step, its owner and the rollback
- ☐ Staff told what to pack, what to leave and who to call on day one
- ☐ Backups checked before anything is unplugged
- ☐ Equipment plan: small, time-sensitive items moved by BTI after hours; the rest packed carefully for movers, with BTI installers at the new site

## 6. First day in the new space

- ☐ BTI engineers on site for sign-in, printing, phones and Wi-Fi questions
- ☐ Main number, auto attendant and call routing tested from outside
- ☐ Alarm monitoring and access schedules confirmed for the new address
- ☐ Old site: circuits scheduled for cancellation, keys and badges collected

## 7. Close out

- ☐ As-built drawings, cable labels and port maps in your hands
- ☐ Admin passwords and licenses in your company's name
- ☐ Warranty and support records for new equipment
- ☐ Address updated with carriers, alarm monitoring, 911 location records and software vendors

## Who usually owns what

| Task                                    | Your team            | Landlord or general contractor | BTI                                 |
|-----------------------------------------|----------------------|--------------------------------|-------------------------------------|
| Lease, space and move date              | Owns                 | Provides the space             | Site walk and advice                |
| Construction, electrical, HVAC          | Approves             | Builds                         | Supplies low-voltage specs          |
| Cabling, network, Wi-Fi                 | Approves the design  | Coordinates access             | Designs, installs, tests            |
| Phones, cameras, access control, alarms | Approves the layout  | Door hardware coordination     | Designs, installs, tests            |
| Internet circuits                       | Signs carrier orders | Allows carrier entry           | Recommends, orders, manages         |
| Cutover and day one support             | Tells staff          | After-hours access             | Runs the cutover and supports staff |

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Abbreviations: AV, audio-visual. ISP, internet service provider. MDF, main distribution frame (the main network room). IDF, intermediate distribution frame (a floor or wing network closet). VLAN, virtual local area network. UPS, uninterruptible power supply. SD-WAN, software-defined wide area network. DNS, domain name system. Cat 6, Category 6 network cable. HVAC, heating, ventilation and air conditioning.

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