



Waident

**THINGS TO CONSIDER WHEN MOVING IN TO NEW OFFICE SPACE**  
**CHECKLIST**

**TELECOMMUNICATIONS**

- Internet connectivity – determine type needed
- Phones – determine type needed
- Contact and schedule riser company if needed for install

**CABLING AND POWER**

- Determine type of cabling
- Determine placement of jacks in work areas and conference rooms
- Allow for dedicated circuit for server
- Ensure power jacks for copiers and other large equipment are correct voltage
- Purchase battery back up if needed

**SERVER/TELCO CLOSET**

- Create dedicated space for equipment
- Ensure space has adequate air flow and cooling system

**LIGHTING**

- Plan for special lighting if needed for videoconferencing or presentations
- Determine if dimmers and/or occupancy sensors are needed in conference rooms

**EQUIPMENT**

- Install patch panel
- Determine if network upgrade is needed
- Clean out and consolidate old equipment

**MISCELLANEOUS**

- Determine if door security system is needed

## **THINGS TO CONSIDER WHEN MOVING IN TO NEW OFFICE SPACE**

The first thing to do is to plan ahead. We have found that the process from beginning to end can take four months or longer. Start working on the project before the lease is even signed so you are better prepared to handle issues that arise.

### **Telecommunications**

- Riser Company – Check to see if the building has one since they will be needed to run the telephone lines to your office. Be sure to budget for this since it is normally not covered in the TI allowance or the general contractor build out costs.
- IP Phones? – If you are not using IP phone (VOIP) technology now you will be someday. Investigate IP phones now since it could save you money and pain involved with the office move.
- Internet – do you need a T1, DSL, cable, or something else? No one right answer. Keep in mind that the time to fix a T1 is pretty much immediate whereas the time to fix a DSL or cable internet connection is simply best effort. If internet connectivity is critical consider a T1 and you can get a backup DSL or cable line as well.
- PRI, POTS, DID, SIP and other acronyms – There are many options for your phone lines. They all do the same thing (i.e. are phone lines), but in different ways. Some are more effective and less expensive than others depending on your needs. Take the time to investigate the possibilities and make sure you choose what is best for your company.

### **Cabling (low voltage wiring) and Power**

- Cabling can be expensive so be prepared. Since different buildings and cities have different requirements, be sure you know the rules before you get hit with a big ticket cabling expense.
- Re-Use – Can you use the existing cabling if you are moving in to a space that already has it? Maybe. As long as all of the cables run back to a central location (i.e.: server/Telco closet) that is in your space, then it is a safe bet you can.
- Install at least Cat 5e cabling for your low voltage needs.
- Consider running dual Cat 5e cables to each location. The incremental cost is minimal compared to running a new location at a later date.
- Instead of running one network and one telephone jack to each location, you might want to run 2 network jacks instead. Your telephones can use a network jack so this gives you flexibility for the future.
- Review the floor plan with the furniture locations. Make sure there is power and network by each desk. No one wants to see extension cables running along the walls cluttering up the floor.
- Conference rooms – No one likes cables running across the floor to the conference table so consider installing the power and network jacks in the floor under the table.
- Server closet – Be sure to get a dedicated circuit for your equipment. You really do not want someone plugging in a space heater at their desk and taking down the servers if there is a power overload.
- Challenge the proposal – Review all of the detail and ask questions for areas that are not clear. Too many times I have seen the cabling vendor quote new conduit when the current conduit can be used.
- Battery Backup– Be sure to invest in a battery backup device (UPS) for all of your critical data.
- 110 or 220 volt? – Some of the larger copiers and battery backup devices need a 220 volt connection. The easy way to check for this is look at the power plug on your current copier or UPS and if it is very large, circular, has 3 similar looking prongs, and you need to twist it when plugging

in the wall, then it is a 220 volt machine (this is very different from a “regular” power plug). If it looks like a generic power plug like you see every day, then it is just a standard 110 one so no need to do anything special.

### **Server/Telco Closet**

- You do not need a dedicated room for this, but it is best practice. Keeping this equipment behind doors eliminates the chance of someone accidentally touching something they shouldn't be touching. A cup of coffee spilled on a server does not make for a good day.
- If you do have a server room with a lot of equipment ensure that you have appropriate cooling. If the room just has a few pieces of equipment (a server, switch, and router) you can often get away with installing a door vent, which would need to be discussed with the GC.

### **Lighting**

- Will you have a conference room that has a projector or videoconferencing? If so, be sure to design the lighting scheme so that the lights by the screen can be turned off while leaving others on.
- Occupancy sensors – More and more buildings are insisting on these so ask whether you can get these installed in all of your offices and conference rooms.
- Dimmers – Do you need dimmers for any of your conference rooms? If so plan ahead and ensure the lighting can handle this.

### **Equipment**

- Patch panel – These are needed for the network cabling to be connected together. These can be mounted on the wall or in a standard 19” rack. Be sure to get more ports than you need today for future growth.
- Network – Use this time to look at upgrading. Not just for the sake of upgrading, but if you have new equipment to install in the new space, the transition is almost seamless since it can be tested beforehand compared to moving your current equipment upon move-in.
- Consolidate – Retire any old equipment that is not being used. Clean out the cabinets and other IT areas so this does not need to be moved and will help you get everything organized.

### **Miscellaneous**

- Door security systems – Many buildings use them so be prepared to investigate your alternatives and installation needs. This can get expensive since you usually need to run conduit to each door with a key card reader. You will also need some equipment and a 3<sup>rd</sup> party service to make this operational.

Need more details or help? Just contact us and we can discuss getting you a copy of our office move-in sheet that includes the timeline and milestones for the entire office move and setup procedure. This simple but effective document contains hundreds of items that cover the budgeting and milestones for office relocation needs including not just the technology side of the process, but also office services - furniture needs, mail, office procedures, and everything you need to consider for the office relocation.

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### **Who is Waident**

We are a technology company focusing on helping business with all of their technology needs. We have vast experience helping our clients move in to new office space. Before, during, and after that process we are there to help with Helpdesk end user support questions and needs, provide comprehensive technology management, and act as your technology manager to ensure everything gets done properly. We take ownership so you do not have to worry about it. **John C. Ahlberg, President** – [ahlberg@waident.com](mailto:ahlberg@waident.com) – 630.547.7011