

Office Move Technology Checklist

A working checklist for assigning move responsibilities and deciding whether phones, internet and staff systems are ready for opening day.

1 Plan	2 Coordinate	3 Test	4 Open
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Use this with your office manager, IT contact, installers and service providers before you commit to the first working day. Give every item an owner and a due date. Mark it complete when the evidence is available, or record why it does not apply.

Start service checks as soon as you have a candidate address. Set dates from the providers' actual delivery requirements and your building's readiness; this worksheet does not assume a standard installation lead time. Keep a completed copy private, and store passwords, account PINs and security details elsewhere.

New office and suite

Target first working day

Move coordinator

Last day the old office must work

1 Before you commit to the schedule

☐ 01 Confirm service for the exact suite

Ask the internet provider what can be delivered, whether a survey or construction is needed, and which dates are estimates. Keep the order reference and unresolved delivery conditions.

Owner _____ Due _____ Evidence / notes _____

☐ 02 Agree on the carrier handoff

Identify the demarc, where the carrier's connection ends. Record who connects it to your equipment, including any cable extension between a building telecom room and your suite.

Owner _____ Due _____ Evidence / notes _____

☐ 03 Clear building access and approvals

Confirm landlord approvals, telecom-room access, permitted work hours, loading arrangements and any required specialist work. Give the installer a contact who can actually admit the crew.

Owner _____ Due _____ Evidence / notes _____

☐ 04 Mark the working floor plan

Place desks, reception, printers, Wi-Fi equipment and the network cabinet on one plan. Have the installer assess existing cable runs, new routes and tests before furniture locations become fixed.

Owner _____ Due _____ Evidence / notes _____

☐ 05 Separate the specialist services

List fax, alarms, entry systems and other equipment that uses a connection. Ask each responsible provider how it will be moved and verified; don't assume the internet order includes it.

Owner _____ Due _____ Evidence / notes _____



2 Before installation and number transfers

☐ 06 Confirm power and equipment readiness

Have the responsible installer or electrician confirm power needs. Check equipment delivery, mounting space and any required staging. Decide which devices need backup power and who verifies the arrangement.

Owner _____ Due _____ Evidence / notes _____

☐ 07 Account for every business number

List main, direct and fax numbers. Ask whether each needs a transfer or an existing-service update. Give the provider accurate account records through its secure process; keep current service active during porting.

Owner _____ Due _____ Evidence / notes _____

☐ 08 Confirm the cutover and call destination

Record the provider-confirmed transfer date and activation arrangements separately from the requested date. Decide where calls go during the move, who checks messages and who handles an unexpected delay.

Owner _____ Due _____ Evidence / notes _____

☐ 09 Plan the work that cannot wait

Name essential tasks and an approved temporary way to do them if the new office is delayed. Test any temporary internet or remote-working arrangement with those tasks before relying on it.

Owner _____ Due _____ Evidence / notes _____

3 Before staff work from the new office

☐ 10 Accept a working internet connection

Have IT check the installed connection through your office network. Use essential applications from the desks that need them. Record remaining faults and the person responsible for resolving them.

Owner _____ Due _____ Evidence / notes _____

☐ 11 Check the installed network

Obtain agreed cable labels and test results. Check Wi-Fi where people actually work, including meeting rooms. Test printers and other shared devices after furniture and equipment are in position.

Owner _____ Due _____ Evidence / notes _____

☐ 12 Run ordinary phone and fax checks

Check incoming and outgoing calls, transfers, voicemail and the main answering route. Test each required fax workflow and business texting separately if used. Record who accepted the results.

Owner _____ Due _____ Evidence / notes _____

☐ 13 Confirm the emergency location update

Ask the phone provider to update and verify the new physical emergency location using its approved process. Do not dial 911 for an unarranged test; ordinary call checks belong on non-emergency numbers.

Owner _____ Due _____ Evidence / notes _____

☐ 14 Put staff through their real tasks

Have reception answer and transfer a call, and staff use their key applications. Show them how to reach support and use the agreed fallback. Record anything that still prevents normal work.

Owner _____ Due _____ Evidence / notes _____



4 Authorize opening and close the old site

☐ 15 Review unfinished work

For each unresolved item, record its effect on operations, owner, next date and tested workaround. The business owner decides whether to open, operate with limits or defer affected work.

Owner _____ Due _____ Evidence / notes _____

☐ 16 Clear old-service dependencies

Before cancellation, confirm number transfers and any services still attached to the old account. Check contract notice and charges with the provider. Assign cancellation explicitly; a move does not close every account.

Owner _____ Due _____ Evidence / notes _____

☐ 17 Return and account for equipment

Identify rented equipment, return deadlines and required shipping methods. Retain tracking and return receipts. Ask IT to handle any devices containing business information before disposal or return.

Owner _____ Due _____ Evidence / notes _____

☐ 18 Hand over the finished record

Save the final layout, cable labels, agreed test results, support contacts and open-item list where authorized staff can find them. Set a follow-up date to check recurring faults and final bills.

Owner _____ Due _____ Evidence / notes _____

Opening decision and open items

Opening decision and approver

Unresolved item and effect on work

Owner and next date

Approved fallback and test result

Sources

Planning prompts draw on documented installation and onboarding practice. Provider requirements vary. AT&T's guide illustrates site-access and handoff responsibilities for the services it names, not a universal specification. Bandwidth's porting guidance is provider-specific. Sources checked October 3, 2026.

[AT&T Site Preparation Guide](#)

[Bandwidth Porting Guide](#)

[National 911 Program Frequently Asked Questions](#)

Help coordinating the move

One Stop Telecom offers office-relocation planning and coordination for phone, internet and network work. Ask which tasks are included and which remain with your IT team, landlord or specialist providers.

[Explore One Stop Telecom's relocation services](#)

Disclosure: SoCal Business Tech Guide and One Stop Telecom share ownership. This is an affiliated service recommendation.

