



# Office Move IT Readiness Checklist

*A practical planning guide for Houston businesses moving, remodeling, expanding, or opening a new location*

## Avoid move-day IT surprises

Use this checklist to review internet timing, cabling, firewall and switch readiness, Wi-Fi coverage, phones, printers, Microsoft 365 access, backups, cybersecurity, vendor coordination, testing, and post-move support before your team depends on the new office.

<b>Company:</b>	
<b>Move date:</b>	
<b>New location:</b>	
<b>Primary contact:</b>	
<b>Current IT provider/contact:</b>	

## Need a second set of eyes?

Crescent IT Systems helps Houston small and mid-sized businesses plan the technology side of office moves so the new space is ready for work on day one. Call (281) 358-3589 or visit [crescent-systems.com](http://crescent-systems.com) to request a 15-minute Office Move IT Readiness Call.

## Quick Move Risk Score

Check each item that applies. If you check three or more, treat IT planning as a core part of the move, not a last-minute setup task.

### Risk Flags

Done	Checklist item
<input type="checkbox"/>	We are adding users, devices, rooms, or locations.
<input type="checkbox"/>	Our current Wi-Fi is already inconsistent or has dead zones.
<input type="checkbox"/>	Our firewall, switches, access points, or cabling may be aging.
<input type="checkbox"/>	We do not have clear network documentation or vendor contacts.
<input type="checkbox"/>	Internet, phone, cabling, copier, or security vendors are not fully coordinated.
<input type="checkbox"/>	Remote or hybrid access will still be important after the move.
<input type="checkbox"/>	An outage or delayed opening would significantly disrupt operations.

## 90 to 120 Days Before Move: Planning and Discovery

Done	Checklist item	Notes / Owner
<input type="checkbox"/>	Name one person responsible for the technology move plan and vendor coordination.	
<input type="checkbox"/>	Confirm target move date, access date, floor plan, office layout, and growth expectations.	
<input type="checkbox"/>	Inventory servers, firewalls, switches, access points, printers, phones, workstations, and network appliances.	
<input type="checkbox"/>	Review current internet, phone, Microsoft 365, backup, cybersecurity, and remote access dependencies.	
<input type="checkbox"/>	Check whether the current firewall, switches, and Wi-Fi equipment are still appropriate for the new space.	
<input type="checkbox"/>	Identify cabling needs for offices, conference rooms, printers, phones, Wi-Fi access points, cameras, and network closets.	
<input type="checkbox"/>	Start ISP discussions early; internet circuits can become the move bottleneck.	

## 60 Days Before Move: Vendor and Infrastructure Coordination

Done	Checklist item	Notes / Owner
<input type="checkbox"/>	Confirm internet installation date, bandwidth, static IP needs, and failover options.	
<input type="checkbox"/>	Coordinate structured cabling, network closet location, rack, power, cooling, and cable labeling.	
<input type="checkbox"/>	Plan firewall placement, switch capacity, VLANs or segmentation, and guest Wi-Fi requirements.	
<input type="checkbox"/>	Review VoIP, Teams calling, phones, copier/printer, access control, and security camera requirements.	
<input type="checkbox"/>	Confirm who will move, reconnect, configure, and test each system.	
<input type="checkbox"/>	Review cybersecurity controls that may change during the move: firewall rules, remote access, MFA, endpoint protection, and guest access.	
<input type="checkbox"/>	Create a written vendor contact list with escalation numbers for move week.	

## 30 Days Before Move: Configuration and Readiness

Done	Checklist item	Notes / Owner
<input type="checkbox"/>	Document current network settings, IP addressing, firewall rules, Wi-Fi SSIDs, passwords, and device locations.	
<input type="checkbox"/>	Confirm backup status and recovery expectations before equipment is moved.	
<input type="checkbox"/>	Stage or preconfigure new firewall, switches, Wi-Fi access points, and other network hardware where possible.	
<input type="checkbox"/>	Review Microsoft 365, cloud applications, VPN, and remote access for staff who may work during transition.	
<input type="checkbox"/>	Prepare printer, scanner, conference room, phone, and shared device setup notes.	
<input type="checkbox"/>	Set expectations with employees about move timing, downtime windows, and how to request support.	
<input type="checkbox"/>	Confirm post-move support coverage for the first business day in the new space.	

## 7 Days Before Move: Final Checks

Done	Checklist item	Notes / Owner
<input type="checkbox"/>	Test internet circuit and confirm handoff details from the ISP.	
<input type="checkbox"/>	Verify cabling labels and network closet readiness.	
<input type="checkbox"/>	Confirm backup completed successfully before equipment is disconnected.	
<input type="checkbox"/>	Confirm firewall, switch, Wi-Fi, phone, printer, and workstation responsibilities for move day.	
<input type="checkbox"/>	Print or securely store emergency vendor contacts and admin credentials.	
<input type="checkbox"/>	Confirm user communication: when systems go down, when they should return, and who to contact.	

## Move Day and Cutover

Done	Checklist item	Notes / Owner
<input type="checkbox"/>	Bring up internet, firewall, switches, and Wi-Fi in the correct order.	
<input type="checkbox"/>	Validate core network connectivity before users begin working.	
<input type="checkbox"/>	Test Microsoft 365, cloud apps, line-of-business applications, shared files, and remote access.	
<input type="checkbox"/>	Test phones, Teams/VoIP calling, printers, scanners, conference rooms, and guest Wi-Fi.	
<input type="checkbox"/>	Confirm endpoint protection, monitoring, backup agents, and cybersecurity tools are online.	
<input type="checkbox"/>	Keep a live issue list and assign owners until each item is resolved.	

## First Week After Move: Stabilization

Done	Checklist item	Notes / Owner
[ ]	Collect user issues and identify patterns instead of treating every complaint as isolated.	
[ ]	Review Wi-Fi coverage, speed complaints, printer issues, phone quality, and cloud performance.	
[ ]	Update final documentation: diagrams, vendor contacts, equipment inventory, IP ranges, passwords, and support notes.	
[ ]	Confirm backups and monitoring are running normally after the move.	
[ ]	Review cybersecurity changes made during the move and remove any temporary access that is no longer needed.	
[ ]	Schedule a 30-day post-move review to address cleanup, optimization, and future growth needs.	

## Vendor Coordination List

Office moves often involve multiple vendors. Use this table to avoid finger-pointing during move week.

Vendor	Role	Contact	Phone / Email	Status
Internet provider				Not started / Scheduled / Complete
Cabling / low voltage				Not started / Scheduled / Complete
Phone / VoIP				Not started / Scheduled / Complete
Building management				Not started / Scheduled / Complete
Copier / printer				Not started / Scheduled / Complete
Security / access control				Not started / Scheduled / Complete
IT support				Not started / Scheduled / Complete
Other				Not started / Scheduled / Complete

## Action Plan

Use this section to turn the checklist into next steps before the move schedule becomes urgent.

Priority	Issue / Risk	Owner	Target Date
High / Med / Low			
High / Med / Low			
High / Med / Low			
High / Med / Low			
High / Med / Low			

### Free 15-Minute Office Move IT Readiness Call

Planning an office move, remodel, expansion, or new location? Crescent IT Systems can help you identify network, internet, Wi-Fi, firewall, backup, cybersecurity, and vendor coordination risks before they disrupt your move. Call (281) 358-3589 or visit [crescent-systems.com](https://www.crescent-systems.com) to request a practical review.

[Schedule My Move Readiness Call](#) [Open link](#)