SIMPLE STEPS FOR IT RELOCATION

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It's moving day! Your company has been growing, and with it, your IT infrastructure has grown larger and more complex as well. It's no longer a simple task of a few desktops unplugged and tossed in a car. Between sensitive equipment and priceless data, it takes planning, precision, and care to achieve a successful relocation. Here's a few steps to consider when you're doing your move.
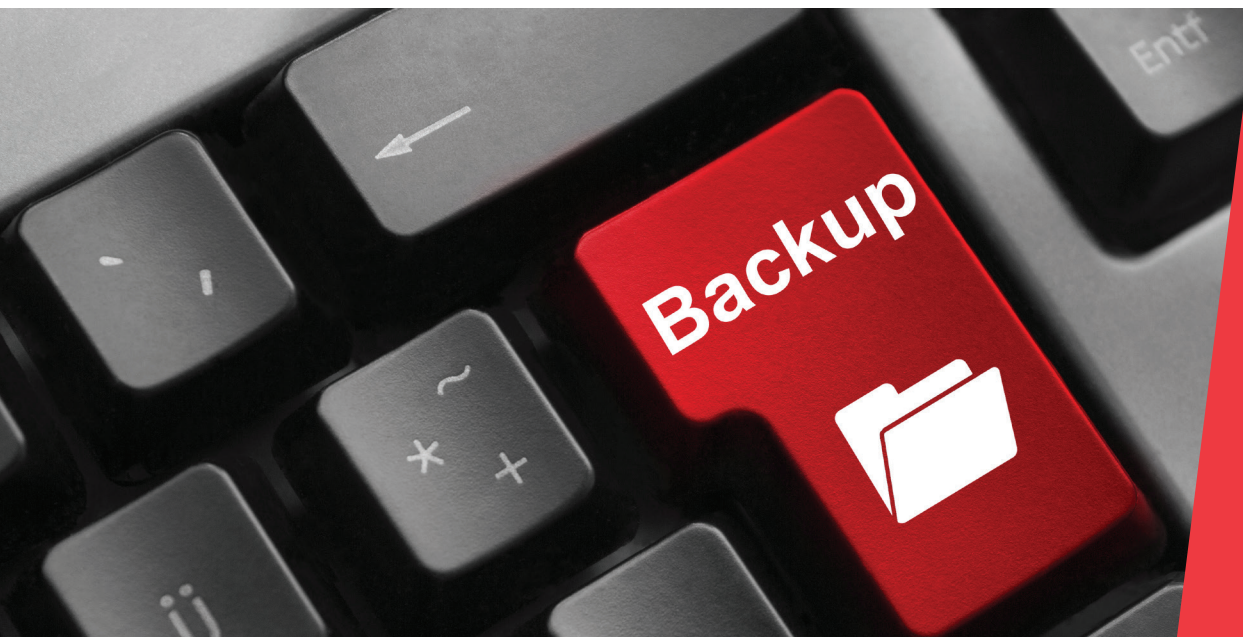
Planning

The first step of any move is planning how you'll execute the move. Take inventory of all of your equipment and cabling. How is your network set up? What kind of phone system are you using? How will you be running your cable in your new location? How will you be transporting the equipment? Without understanding the floorplan of your new location and goals, you'll be left with equipment sitting in the middle of the office. Without taking inventory, you'll be unsure if you even have everything! Here is a quick checklist of items to be aware of as your move date approaches:

- Keep everyone informed of the schedule of events, including customers and vendors
- Ensure that your new office supplies enough power to satisfy your technological needs
- Check cellular signal while on location
- Check physical space requirements for equipment
- Examine the new office's cabling and if it needs to be replaced

Data Backup

All systems fail at some point. Some will last for years to come, while others are holding on by a thread. And there's not much that is more traumatic to electronics than physically moving them. It is vital to back up your systems and data. There couldn't be anything worse than completing a move to realize that your data was corrupted, officially ruining your business and the need of a new place.

Shutdown and De-installation

You're now ready to move, but it's not as simple as unplugging everything. Proper shutdown is essential to maintain the integrity of your infrastructure. Afterwards, it requires careful deconstruction and packaging. Loose hardware is at-risk hardware. Lastly, cable management is always key to clean hardware de-installation.

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Reinstallation

You've packed up and successfully got your equipment from point A to B. It's now time to reinstall! Because of your proper planning, you understand the placement of your equipment and cabling needs. Along with that, now is the time to focus on cable management. Keeping a clean and friendly infrastructure starts with building it clean and friendly.

Moving offices is exciting and stressful and full of new opportunities, both good and bad. If you need help making your IT relocation as simple as possible, give us a call. We'd love to help!

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CORPORATE HEADQUARTERS
18102 Chesterfield Airport Rd. Suite E
Chesterfield, MO 63005

314 649 8888 St. Louis
314 649 8889 Fax
888 891 8885 Toll Free

sales@alliancetechpartners.com