



The ultimate guide to  
**IT and telecoms**  
when moving office

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# Introduction

The following guide aims to provide you with the information you need to implement a seamless migration of your IT and telecoms infrastructure as part of your relocation project.

Communications are the lifeblood of any company. Without your telecoms and IT services up and running in your new office, you won't be able to operate. And, the last thing you need is downtime with financial consequences.

**swcomms** covers each aspect that you need to consider when relocating, right from the planning stage to after the move.

You can also find out more about our relocation services [here](#).





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# The initial move stages

## Getting it right from the start

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### Who is managing the project?

Do you have a delegated project manager/lead to manage the move? Ensure that there is one person who is the main contact for all things communications-related. Most often, this role falls to your telecoms/networks manager or IT director.

### What's available in the new location?

Check that the required services are available and understand their lead times.

For example, ISDN lines and Internet connectivity

### The earlier you start the better

The process of moving your IT and telecoms setup can take longer than you think. Therefore, the earlier you start planning for the move, the better.

### Good time to upgrade and update?

Relocating or moving office is a huge step for your company, so it may be time to review suppliers. Not only does this ensure you review budgets for the new office, it gives you a chance to review the service you are currently getting and whether this is best value for money.

### Inform the right people

Create a list of all those that need to know about the move. This will include all hardware and software suppliers.

### Check your floor plan

Make sure you have a thorough understanding of the floor plan in terms of cabling, WiFi coverage, room for equipment, etc.

### Prepare, prepare, prepare

As well as starting your process early, preparation, as always, is key. Define clear responsibilities throughout the company and assign them to a detailed timeline and activity.

Assess your current and future business requirements

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# Your telecoms relocation

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## Your phone number

Consider whether your number needs to change, whether you want to change it, or if you can transfer your current number over to your new office. Consider also the impact that a change of number will have on the business, i.e. will you need to change your stationary and website and inform your customers and suppliers, etc.

## Look into VoIP or cloud

Many businesses turn to IP or cloud hosted telephony as a way of achieving savings on their communications overheads. VoIP (voice over internet protocol) and cloud solution merge your voice and data networks, eliminating the cost of supporting and maintaining separate networks.

## Do you have back up?

Are you prepared if something doesn't go to plan? Ensure to implement a back up procedure should anything happen during the relocation stages.

## Scalability & flexibility

How scalable is your system? Is it flexible enough to adapt to the changing needs of your company? Your business is taking on a change by moving office, and consequently new company processes might require a much more scalable telephony solution.

## Installation timescales

Consider the lead times that you need to accommodate for the installation process. Services such as ISDN and leased lines can take many weeks to install.

## Review your system

Is your current phone fit for purpose? Look at the list of features it has and fill in the potential gaps.

There are a variety of features that your current telephone system may not have, which could hugely benefit your business such as voicemail-to-email, call logging, call recording and more.

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# Your IT relocation

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## Identify your equipment

Create an inventory of all your IT equipment and look at how this will fit into the office plan.

Assess each item on the list and check whether you can service it or whether it can be moved.

## Disaster recovery & business continuity

It is crucial that your business plans for disaster recovery. The potential risks to your company when operations come to a halt due to IT disasters can be devastating.

Relocating servers can be a complex process, so ensure you create a resilient continuity plan to protect your valuable information and data.

## Cabling

What cables are needed? Review the current cabling and assess whether you need to upgrade or expand it.

Any cabling should fit in with your new seating plan.

## Spend time at the new location

Don't hesitate to spend a lot of time (whether you are using specialists or not) at the new office location. You will need to obtain a detailed floor plan and evaluate the infrastructure.

## Consider using specialists

Moving your IT setup isn't a straight forward task and may require specialists to help you with your relocation. The last thing your first day in the new office needs is an IT system that isn't operating.

## Determine WiFi coverage

What coverage does your business require – whole building, outside area, guest access?

Ensure your IT equipment and data is in safe hands



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# Why use an IT & telecoms company?

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The communications part of any move can be the most challenging part of the relocation process, therefore you may require the help and support of an IT & telecoms specialist like **swcomms**.

## Set-up and testing

Using an IT and telecoms company means that not only will your equipment be set up correctly, but it will be tested, checked and audited before use.

## Easy logistics

The movement of all your communications equipment can potentially cause issues and may require specialists. Using a company to do this results in a no-risk method of setting up your new office.

## The right communications for you

The company will determine what is best for your business in terms of workstation placement, as well as equipment, including servers and telephone systems.

At **swcomms**, we offer support, advice and end-to-end management of all the technology aspects associated with relocation, as well as helping you consider new technologies.

## Minimal downtime

Using individuals with the right technical expertise means minimal downtime for your business.

## Sound advice

Your IT & telecoms company will advise you an infrastructure that will suit your new office requirements.

Complete your move on time,  
within budget and with all systems  
ready to go

# Looking to move?

Our team of specialists will review your current needs and deliver the right advice based upon your specific requirements.

Contact us

Visit our site

“Once we had started to plan our office move, **swcomms** were the natural choice to speak to.”

**David Rawle, technical director, Bytes Security**

