

Office Setup & Relocation



While overseeing an office setup or relocation can be stressful ordeal, it doesn't *have* to be. Coordinating a successful move or office setup all comes down to **proper planning** and **setting the right expectations**.

Sandbox Technologies is here to help you with the technical aspects of getting setup in your new office.

Perhaps the most important thing to be aware of is **the need to allow adequate time for everything**. While your movers or vendors may be ready and willing to physically deliver everything you need for your office with only a few days notice, many third party vendors (like telephone and Internet service providers to name a few) don't move quite so quickly.

In order to assist our customers that are considering relocation or office setups, we've developed this handy outline. It's by no means all-inclusive, but it provides a peek at what's ahead.

If you're contemplating a move or setting up a new office, it's best to let us know right away! We offer a wide range of services from configuring your equipment on move-in day, to limited project management. To discuss your plans, contact us at (424) 207-5130.

Securing Your New Space

If you haven't yet identified a location, how will you conduct your search? Will you be using the services of a commercial real estate broker to locate properties and negotiate the terms of your lease or purchase?

Do you know the square footage and cost per square foot at your current location for purposes of comparison?

Taking into consideration any expansion likely to occur over the term of your occupancy, what are the requirements of your new location?

- * Square Footage?
- * Single Story vs. Multiple Story
- * Individual Access vs. Common Entry
- * Nearby Business Services? (Printing, Shipping)
- * Proximity of Dining Locations
- * Shipping/Receiving Convenience? (UPS, FedEx, USPS)
- * Proximity to Customers?
- * Proximity to Employees?

Have you compared similar locations to properly assess value?

If you're planning on changing locales, what are the tax implications of your move?

Space Design And Configuration

- Is the new space configuration going to remain as-is, or are Tenant Improvements (TI's) planned?
- If TI's are being made, are they included as part of the lease and subject to landlord approval?
- Will a space planner be used to coordinate the improvements and design of the new space?
- If tenant improvements are being made, what are your electrical, data and telephone wiring requirements?
- If a space planner or designer is being engaged, will a floor plan be made available and will the general contractor be addressing power and cabling requirements?



- Will accommodations will be necessary to accommodate persons with disabilities or special needs?
- Will the new location facilitate keeping equipment (server, PBX, etc) at proper temperature levels?
- Will dedicated HVAC systems be required for cooling systems during the weekends or after hours?
- Does the new location provide for physically securing critical equipment and sensitive data?
- Does the new location have an appropriate fire damage mitigation system?
- If there are no tenant improvements planned and power and cabling are the only considerations, then a simple walk-through making note of the planned locations of desks, telephones, conference areas, etc should be made, followed by engagement of an electrician and cable vendor to add additional drops and power as needed and to test the existing wiring.

Cabling:

- Install Voice & Data Drops
- Label
- Test

Electrical:

- Install and/or at a minimum test all power outlets.
- Augment as needed to support required equipment.

Office Technology

Telephones – PBX? Analog? Voice Over IP? (VoIP) Is the system being upgraded? Telephone connectivity (phone service provider) should be planned NO LESS THAN 6 WEEKS IN ADVANCE. There are a number of considerations involved.

- ▶ What is the maximum number of concurrent calls expected?
- ▶ Will remote call forwarding of any existing numbers be required?
- ▶ Plan timing of the cut-over.
- ▶ Will you need to port DID numbers?

Data connectivity (Internet) should be planned and ordered NO LESS THAN 3 WEEKS IN ADVANCE (DSL ORDERS) and NO LESS THAN 4-6 WEEKS FOR T-1 SERVICE

- ▶ Depends on voice configuration.
- ▶ Re-Point mx record for email?
- ▶ Service type and number of IP addresses required?
- ▶ Would the new location be better served by a split PRI using a number of channels for voice and the balance for data, or by a separate data connection and/or analog lines or another T-1 for voice?
- ▶ Will separate analog lines be required for dial up modem, fax machine, fax server, postage meter, security system, credit card processing terminal or other devices?
- ▶ Are any systems being upgraded? Will any additional equipment be required?

- | | |
|---|--|
| <input type="checkbox"/> Internet Router? | <input type="checkbox"/> Switches? |
| <input type="checkbox"/> Equipment Rack? | <input type="checkbox"/> UPS Power Backups & Power Strips? |
| <input type="checkbox"/> KVM Switch? | <input type="checkbox"/> Firewall? |
| <input type="checkbox"/> Workstations? | <input type="checkbox"/> Displays? |
| <input type="checkbox"/> Software? | <input type="checkbox"/> Printers? |
| <input type="checkbox"/> Wireless Router / Access Points? | <input type="checkbox"/> Copier? |
| <input type="checkbox"/> Postage Meter? | <input type="checkbox"/> Patch Panels? |



Office General

- Will new furnishings be required?
- Safety Plan.
- Are there an adequate number of fire extinguishers?
- Access Requirements

Relocation

- Selection of a qualified, properly insured mover can be critical. Does the mover have a special technique for relocating computer workstations?
- Most qualified movers will have special carts for computers and computer equipment. Many will also shrink wrap such equipment to further protect it from damage during transit.
- Walk-through of space with movers
- Location, Box & Equipment Tagging should usually be performed by employees
- Relocation of server equipment should be performed by I.T. Vendor
- It is recommended that employees label and box their own cords, keyboards, speakers, handheld cradles, Computer mice, etc.
- I.T. Vendor should generally pick up servers BEFORE movers arrive. IT Vendor should be scheduled to return to set up equipment AFTER furniture is in place so as to avoid unnecessary costs spent waiting for movers.

Business

- Send change of address letters to customers, vendors, friends & family.
- Design, order and install proper interior & exterior signage, building directory listing, etc.
- Initiate a change of address, telephone no., etc. on legal documents. (Customer contracts, IRS, EDD, etc.)
- Change address on employee manual and related materials.
- Change the company's address and telephone numbers as applicable on business cards, letterhead, websites & relevant marketing collateral.
- Update address and telephone numbers (as applicable) with various directories, professional associations, etc.
- Change address & relevant info on email signatures (server & mobile devices; Blackberry, etc.)
- Request postal mail forwarding & assign a staff member to handle missed address corrections as they come in.
- Address any new insurance requirements with insurance providers – make certain coverage is secured for new address. (General Liability, Worker's Compensation, etc.)
- Change address with all relevant insurance providers.
- Update employment posters with new emergency info. Update company contact lists and emergency procedures.
- Secure cleaning & maintenance personnel to service new space.