

OFFICE RELOCATION

Helpful Tips for Planning Your Next Move

Sandbox Technologies
3868 W Carson St, Suite 316
Torrance, CA 90503
www.sandboxtech.com
Tel. 424.207.5130

SANDBOX TECHNOLOGIES

Small Business Solutions
Enterprise GrowthPath®
EGP Secure®
EGP Cloud™
ConstructIT®

Office Relocations

Although overseeing a new office setup or relocating an existing one 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 has coordinated hundreds of moves and is here to help you with the technical aspects (and perhaps even a few others) of getting your new space set up quickly and efficiently.

Timing

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 scheduled, ready and willing to physically deliver everything you need for your office with only a few days notice, other third-party vendors (like telephone and Internet service providers to name a few) don't always move quite so quickly.

If you're contemplating a move or setting up a new office, it's best to let your IT provider know right away. Sandbox Technologies offers a breadth of services from configuring your equipment on move-in day, to full-fledged IT and project management, including planning your low-voltage cabling infrastructure.

When you're ready to get started, the following outline can help to get you on your way. While it's by no means all-inclusive, it has been designed to provide a starting framework for what's ahead.

Choosing A New Space

If you haven't yet identified a location, here are a few initial questions to consider:

- 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?
- Do you have any plans for expansion?
- Have you considered the increased use of remote workers to reduce space requirements?

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Taking into consideration any expansion or contraction likely to occur over the term of your occupancy, consider the level of importance the following attributes will carry when making your decision:

- Square footage
- Single story vs. multiple story
- Ease of access and individual entry vs. shared/common space entry
- Nearby business services? (printing, shipping)
- Proximity of dining locations
- Shipping/receiving convenience? (UPS, FedEx, USPS, etc.)
- Delivery policies/hours
- Access limitations/restrictions
- Proximity to customers and/or clients
- Proximity to employees and potential commute impact on morale
- Parking availability
- Accessibility to those with disabilities
- Policies concerning pets in the workplace.
- Local ordinances, license requirements and potential tax ramifications of moving (if changing locales)
- Internet service(s) and speeds available (Note - Services available vary by location, even short distances. Your IT provider should always be consulted to obtain and verify this information and inspect the proposed facility or facilities BEFORE committing to a location or signing a lease.)
- Utilities available
- Extent to which tenant improvements, or "TI's" are expected to be required.
- Visual appeal and neighborhood safety
- Building security

Space Design and Configuration

Once a suitable space has been identified, the following should be addressed:

- 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? If so, what is the dollar allowance being provided?
- 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, telephony, audiovisual, security and fire/life safety wiring requirements?
- If a space planner or designer is being engaged, will a floor plan be made available and will a general contractor be addressing power and cabling requirements?
- Will alterations 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 be provided for cooling systems during the weekends or after hours? If so, is there an added charge? If not, will the location permit installation of such a system?

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- Does the new location provide for physically securing critical equipment and sensitive data?
- IF TI's are being made, what permits will be required, and will they trigger any unanticipated alterations, such as ADA modifications or electrical changes under Title 24 for California businesses?
- Are restrooms available to suitably accommodate all individuals and genders?
- Is a suitable location available for nursing mothers to express milk?
- Does the new location have a suitable fire damage mitigation system for any networking equipment required?

If there are no tenant improvements planned and power and cabling are the only considerations, then a walk-through making note of the planned locations of desks, telephones, conference areas, etc. should be made by qualified IT personnel and a suitable electrician and low-voltage cabling vendor to plan for the addition of telephone, data, audiovisual wiring and power as needed, and/or to test and certify existing wiring and power.

Low-Voltage Cabling

- Install Voice, Data, Audiovisual and Security Cables
- Label and provide port location diagram.
- Test and certify new and existing cables to verify performance and the absence of attenuation, signal interference or other problems.

Electrical

- Install and test all power receptacles.
- Confirm suitability of circuits.
- Identify and discuss any switched (occupancy sensor controlled) outlets required and verify adequate number of switched and non-switched receptacles at locations.
- Confirm suitable amperage and NEMA receptacle types installed to accommodate any UPS battery backups or other appliances with unique requirements.
- Plan wiring for power whips and related requirements if modular furniture is to be installed.

Ordering Technology-Related Services

Connectivity - Telephony

- The implementation time frame and pre-requisites for arranging telephone connectivity can vary significantly and depend largely on the type of telephone service being employed (e.g., a traditional PBX with PRI lines, Cloud-based VoIP service, analog POTs service, etc.) In any case, telephony planning should be addressed NO LESS THAN 6 WEEKS IN ADVANCE and sooner if possible, as there can be a number of considerations involved.

- When planning for telephone service, considerations should include the maximum number of concurrent calls that must be supported, whether remote call forwarding is desired, if keeping (porting) ay existing number(s) including DID's (Direct Inward Dial numbers) will be necessary, and if so, when any such porting should take place to minimize disruption to operations.

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Connectivity - Data

- Data connectivity (Internet) service ordered should be planned and ordered no less than 120 DAYS IN ADVANCE, sooner if possible. Similar to telephony, the installation time frames and pre-requisites for Internet service vary significantly depending on the type of service(s) required. While simple business cable Internet service can often be installed and online within just a few short days, high-speed fiber can at times take months depending on the infrastructure available at the installation location.

- When planning for Internet service, considerations should include throughput speed requirements, the number of circuits desired for redundancy, types of services and associated SLA's, the number of static IP addresses required, when TTU (test and turn-up) of the circuit(s) will occur, if additional wiring is required to accommodate the service, and (if applicable) when mx records and IP addresses for VPN's and related dependencies must be altered to accommodate a smooth transition.

Connectivity - Other

- Providers of cable television, satellite, and security alarm services can typically implement their services quickly, however, to avoid any unforeseen delays, it is recommended that such vendors be contacted and asked to perform site surveys and provide implementation quotes and timelines concurrent with the services above.

- Take note of any legacy or other equipment that will require the use of less commonly used services, such as analog POTs lines for older technologies such as facsimile machines, postage meters and credit card terminals, as well as modern security alarms and fire/life safety systems that often leverage such technologies.

Equipment Considerations

When planned well enough in advance, office relocations are often an opportune time to re-assess an organization's IT and Cloud strategy to take advantage of new efficiencies that could potentially be gained.

- Are any systems being upgraded?
- Are any systems being retired or migrated to the Cloud?
- Will any additional equipment be required, such as additional wireless access points for suitable coverage?
- Are new displays or small form factor computers desired for aesthetic purposes?
- What equipment can and should be securely disposed of?
- What equipment is of little to no value at the new location and could be left behind for potential use by a future tenant?

☐ Internet Routers
☐ Servers
☐ Network Switches
☐ Equipment Racks & Patch Panels
☐ UPS Power Backups & Power Strips
☐ KVM Switches
☐ Firewalls
☐ Workstations
☐ Displays
☐ Software
☐ Printers
☐ Scanners
☐ Wi-Fi Controllers & Access Points
☐ Copiers
☐ Postage Equipment

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General Office Considerations

The following general items should be considered.

- New furnishings required.
- Safety Plan
- Adequate number of fire extinguishers
- Physical access requirements met.
- Access cards, parking, and keys

Other Business Considerations

- 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.)
- 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.
- Procure any locally required licenses and permits.
- Secure cleaning & maintenance personnel to service new space.

For additional information, contact your Sandbox Technologies Engineer, Account Manager or Consulting CIO, or send an email to inquiries@sandboxtech.com.

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