

THE OFFICE MOVE BLUEPRINT:

Technology Edition



**BestLine
Solutions**

above&
beyond



How to Move Offices Without Disruption, Downtime, or Chaos

Relocating an office is one of the most disruptive events a business can go through. Timelines are tight. Decisions stack up quickly. Multiple vendors need access. And technology, which everything depends on, is often the last thing addressed.

We have seen businesses forget to order internet service at their new location. We have seen phones go dark for days. We have seen last-minute cabling issues delay move-in dates. None of this happens because teams are careless. It happens because office moves are chaotic by nature.

This guide exists to remove that chaos.

BestLine Solutions helps companies plan, design, and execute the technology side of an office move so operations continue smoothly before, during, and after relocation. From early planning to final validation, our role is to wrap our arms around the process and make it manageable, predictable, and successful.

Why Technology Planning Is Critical During a Move

Technology touches every part of your business. Internet access, phones, security, wireless coverage, and network reliability all need to be ready the moment your team walks into the new space.

Without a structured plan, common problems arise:



Internet is not live on move-in day



Phones stop ringing during the transition



Cabling does not meet building or city requirements



Vendors are not coordinated properly



No one owns the full timeline

BestLine Solutions approaches relocations differently. We plan the entire progression in advance and guide clients through each phase so nothing is missed.



The Technology Relocation Timeline & Checklist

This checklist outlines the technology-related decisions and coordination points you are responsible for during an office relocation. It includes both business and technical considerations so you can see the full scope early and avoid surprises later.

Phase 1:

Pre-Move Planning

Before Occupying the Space

This phase defines scope, risk, and direction before anything is installed.



Document all technology requirements for the new space

Include internet, phones, wireless, security systems, internal applications, printers, and any specialty systems your business relies on.



Review floor plans and how your teams will use the space

Consider desk layouts, conference rooms, customer-facing areas, warehouses, and any areas requiring higher security or coverage.



Estimate user count, devices, and future growth

Account for employees, shared devices, conference room equipment, cameras, access control panels, and planned hiring.



Decide what equipment you will move versus replace

Evaluate whether existing firewalls, switches, wireless access points, cameras, and phone systems are appropriate for the new space.



Identify cabling, camera, phone, and access control requirements

Define the number of cable drops, camera locations, door access points, and specialty wiring needs.



Confirm timelines with building management, construction, and movers

Technology timelines often depend on when walls are open, ceilings are accessible, and vendors are allowed onsite.



Confirm access credentials and security approvals

Ensure badges, keys, and permissions are available for installers and internal teams.

Phase 2:

Infrastructure Preparation

Before and During the Move

This phase establishes the physical and technical foundation.



Plan structured cabling for data, voice, and security systems

Cabling must support workstations, wireless access points, cameras, access control, and future expansion.



Plan placement for cameras and access control systems

Define interior coverage for safety and operations, and exterior coverage for entrances, lots, and perimeter areas.



Designate locations for network closets (MDF and IDF)

Identify where your main network room (MDF) and any secondary closets (IDFs) will live to support switching, routing, and cabling distribution.



Confirm power, cooling, and physical security for MDF and IDF spaces

Network rooms require dedicated power, ventilation, grounding, and restricted access to protect critical infrastructure.



Coordinate vendor access and installation sequencing

Cabling, internet providers, electricians, security vendors, and movers often need access in a specific order.



Order internet services early and confirm provider availability

Provider options, build timelines, and installation complexity vary by address.

Key Milestone:

Confirm that internet activation dates align with your move-in schedule.

Phase 3:

Core Infrastructure Setup

This phase enables secure and reliable connectivity.

**Ensure internet connections are installed and tested**

Validate speeds, handoff locations, and service readiness before users arrive.

**Install and configure core network equipment**

Firewalls, switches, and wireless infrastructure must be installed, configured, and secured.

**Organize and label network racks and cabling**

Proper labeling and layout simplify troubleshooting and future changes.

**Prepare for cutover and transition**

Plan how systems will move from the old location to the new one with minimal disruption.

**Confirm redundancy and failover options**

Consider secondary internet connections or backup paths to reduce downtime risk.

Phase 4:

Network, Wireless, and Communications

This phase supports day-one productivity.

**Deploy and tune wireless access points**

Wireless coverage must support density, roaming, and performance across the entire space.

**Finalize internal network configuration**

Segmentation, security policies, and device access should align with business needs.

**Plan phone system behavior during the move**

Phones may need to ring at both locations or forward automatically to avoid missed calls.

**Connect endpoints and shared systems**

Printers, conference rooms, phones, and specialty devices are often overlooked but critical.

Phase 5:

Final Review & Move-In Readiness

This phase reduces risk and validates completion.



Confirm all systems match the original design and scope

Validate that cabling, coverage, and configurations align with what was planned.



Test connectivity, phones, wireless, and security systems

Issues are easier to resolve before full occupancy.



Account for last-minute site or construction changes

Field conditions sometimes require adjustments to the plan.



Plan for post-move stabilization and support

Expect a short period of fine-tuning once employees are fully onsite.



Why Businesses Choose BestLine Solutions for Their Tech Move

Office relocations are stressful because there are too many moving parts and too little margin for error. BestLine Solutions removes that burden by owning the technology side of the move from start to finish.

- **We remove chaos and anxiety from the move** by bringing structure, planning, and clear ownership to what would otherwise be a reactive process.
- **A local Austin team that shows up and handles the details.** We walk the site, coordinate directly with vendors, and stay accountable through completion.
- **Trusted by commercial movers.** Moving companies refer clients to BestLine Solutions because they know technology will be ready on time.
- **Complete cabling and compliance support.** From new installations to fire-code-required cable decommissioning, we handle the full scope.
- **Visual deliverables that create clarity.** Decision-makers see exactly what is planned and why from day one.
- **Reliable timelines and predictable pricing.** Projects are built around defined milestones so there are no surprises.
- **Operational continuity during the transition.** Phones ring, internet is live, and business continues without disruption.
- **White glove support from planning through validation.** We stay involved until the move is truly complete.
- **Built for what comes next.** We do not just move technology. We set businesses up for long-term success after the move.



Behind the Scenes: Turning Floor Plans Into a Technology Blueprint

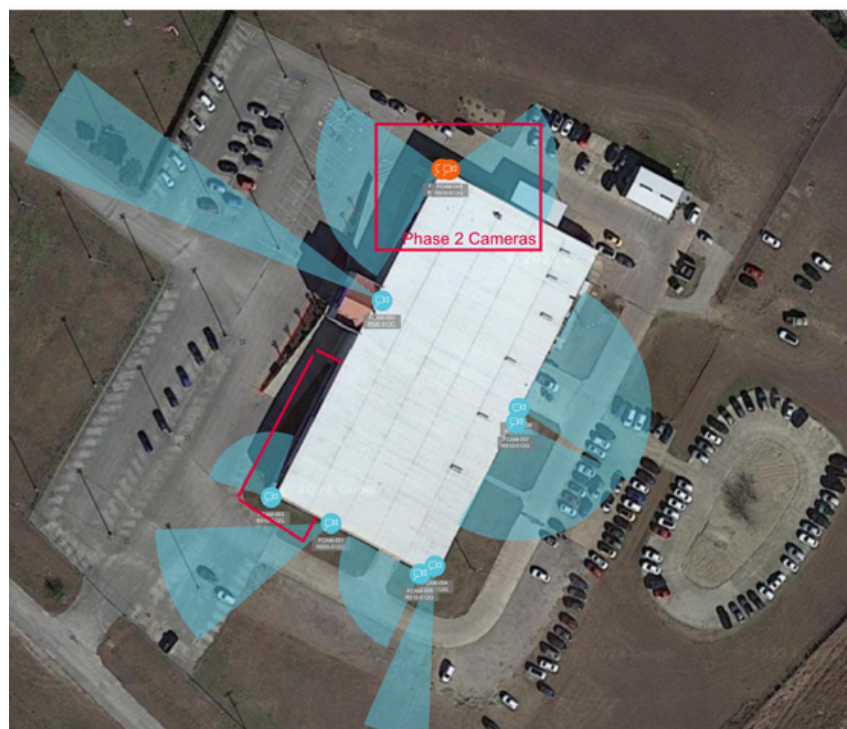
After the initial planning phase, the next step is to visually map the technology inside and outside the space.

BestLine Solutions asks clients for floor plans, loads them into site survey software on an iPad, and then walks the site together. As the walkthrough happens, key elements are marked in real time, including wireless access points, cameras, and other infrastructure components.

This step turns abstract planning into a clear, shared blueprint. It aligns expectations early, removes guesswork, and ensures everyone understands how the technology will support the space before installation begins.



The visuals shown here illustrate how interior network elements and exterior camera placement are mapped as part of that process.



Where Office Moves Commonly Go Wrong

Even well-run businesses encounter issues during relocation:



Internet ordered too late



Cabling not meeting local fire or building code requirements



Vendors waiting on access or credentials



Phones or networks are down during the transition



No clear owner of the technology timeline

A structured plan and a single partner managing the process eliminate these risks.

Beyond the Move

For many clients, a successful relocation becomes the starting point for ongoing IT support, voice services, and infrastructure management. BestLine Solutions is positioned to support businesses long after the move is complete, ensuring technology continues to scale with the organization.



Ready to Plan Your Move?

If your business is planning a relocation, the earlier technology planning begins, the smoother the move will be. BestLine Solutions helps companies remove uncertainty, avoid downtime, and move with confidence.

Next Step:

Schedule a relocation planning conversation to begin mapping your move.

 [Schedule a relocation chat](#)

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