

Office Move Technology Countdown



90+
Days

Before the Move

- Review lease and property-management move-out requirements
- Assess cabling at the current location
- Evaluate connectivity options at the new address
- Identify carrier installation lead times
- Inventory technology and provider-owned equipment
- Design the new network, cabling, phone, and security environment



60
Days

Before the Move

- Finalize the decommissioning scope
- Schedule new-site cabling
- Order internet and communication services
- Confirm equipment relocation responsibilities
- Coordinate access with both property managers
- Develop the service-cutover plan



30
Days

Before the Move

- Confirm installation and removal dates
- Test new connectivity where possible
- Notify vendors and employees
- Back up configurations and critical data
- Label equipment and document connections
- Confirm final inspection expectations



Move
Week

Move Week

- Complete cutover and testing
- Verify phones, internet, Wi-Fi, and security
- Remove required abandoned cabling
- Return carrier-owned equipment
- Document the condition of the old technology spaces
- Obtain property-management acknowledgment where appropriate



Warning

If your organization is already inside the 30-day window, involve BestLine Solutions immediately. Internet installations, building access, cabling work, and vendor coordination may require more lead time than expected.