

# Office Relocation

## Technology Frequently Asked Questions

Question	Answer
<i>At what stage in the relocation process should the technology department be engaged?</i>	Technology requirements such as server room size, cooling, adequate power and internet access can make or break otherwise appropriate space. It is best to have your IT staff and/or technology partner involved from the beginning to avoid last minute roadblocks.
<i>How long does it take to get phone and internet up and running in our new space?</i>	Phones and internet are often overlooked until the last minute but take weeks to be installed. You should start mapping out your telephone and internet needs at least 10 weeks prior to your move-in date. Ten weeks will provide enough time to review your options, finalize contracts and allow for the standard 6-8 weeks for implementation.
<i>Why does it take so long for phones and internet to be installed?</i>	While the actual phone equipment such as PBX and handsets can typically be ordered in just a few days the bulk of time is spent waiting for your circuit provider to install the PRI, T1 and/or other circuits. Allow 6-8 weeks for installation and remember that paid "expedite" fees will never guarantee a faster turnaround time.
<i>Why should I consider wireless technology during the move and not after I have relocated?</i>	A proper wireless installation will often have two steps that are more effective in an empty office. A site survey involves a walkthrough of the office to ensure minimal interference for your wireless equipment and proper placement. Once proper placement is determined cables will need to be run to accommodate wireless access points. These can often be in unusual locations and having an empty office allows for non-intrusive installation. Even if you don't plan to go wireless from the start, running the proper cables prior to move-in is the most cost-effective and efficient option.
<i>We found the perfect space for our organization but the server room has inadequate power and cooling. What options do we have?</i>	There are many cost effective technologies for consolidating your server footprint and reducing your need for power and cooling. Typical consolidation ratios with today's servers can be as high as 9-to-1. This allows for a significant reduction in power, cooling, space and ongoing costs of electricity and air conditioning. Most server consolidation projects will pay for themselves within the first 18-24 months.
<i>Why is it best to involve a Technology Partner during our move?</i>	Office Relocations have many moving parts. While your IT Staff may feel like they have everything accounted for there are often little details that can have a dramatic impact on your move-in date. Using a Systems Integrator that has extensive experience with office relocation is the best way to avoid unexpected delays. Don't forget that your IT staff still has their daily responsibilities to attend to and may not be able to put the necessary focus and attention into ensuring a successful relocation.

**Contact us :**

Phone: 212-997-5200

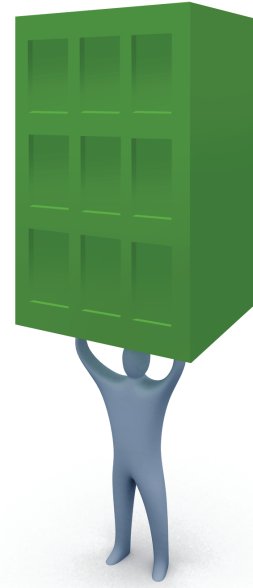
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# Office Relocation Technology Checklist

Review Technology FAQ	<input checked="" type="checkbox"/>
Ten (10) weeks have been allotted for Phone and Internet Installation	<input type="checkbox"/>
IT Staff and/or Technology Partner engaged at the beginning	<input type="checkbox"/>
Power and cooling assessment complete	<input type="checkbox"/>
Consolidation plan conducted to reduce environmental requirements	<input type="checkbox"/>
Plan for wireless installation (Site Survey and Cabling)	<input type="checkbox"/>
Relocation project plan created to ensure seamless technology cut-over	<input type="checkbox"/>



Always keep in mind that there are tried-and-true solutions available than can make almost any space appropriate for your business from a technology perspective:

- Not enough power in the server room?
- Air Conditioning not adequate?
- Server room too small to house all your equipment?

These common concerns can be accounted for and corrected by implementing the right technologies while providing ancillary benefits such as reduced power consumption and increased application availability.

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Contact Net@Work during your relocation for a free consolidation assessment.

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