



dms

Experience an Easy
Office Relocation with
DMS

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Your business is growing and it's time to start looking into expanding your space to accommodate. You know that once you find a suitable space, you're going to have to start prepping for your move. While it is important to plan out the entirety of your move, nothing is more important than making sure your technology is handled correctly.

Office Relocation Planning

You should never attempt to move your infrastructure without having a detailed plan in place first. You need to have a well thought out plan of exactly how you are going to execute your move several months in advance. Take inventory of all your equipment and place orders for equipment that needs to be upgraded or replaced and keep everyone from providers to vendors in the loop about the move-in date. While planning your office relocation, it's important to check the new location out thoroughly with an IT management firm such as DMS to account for details such as office cabling, cell signal, physical space requirements, and location of power outlets and phone jacks.

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Backing Up Your Data

Once your detailed plan is laid out and reviewed with DMS, you'll need to backup all your data to ensure nothing is lost during the move. Imagine the nightmare that would come after you're all moved into your new space, and you discover all your data is gone! Your business would be devastated. To combat this from happening, it's recommended you make several backup copies of your systems data, including security measures such as firewalls, and offices. To ensure that nothing is lost or damaged during the move, it's best to store these backups in a location not affected by the move, such as an off-site location or cloud storage environment. Test to make sure you're able to perform a full recovery in case something goes wrong.

De-installation

As your move day gets closer and closer, it's time to start cleaning house. Dispose of all old or broken equipment and return any leased equipment you no longer need. Instruct your team how to properly shut down their devices the night before your big move to reduce the risk of damages. When it comes to moving your technology, it's recommended you hire office relocation services such as DMS to handle your IT. Unfortunately, moving your office and other tech equipment isn't as simple as wrapping it in some bubble wrap and throwing it on a truck. Your infrastructure must be handled with particular care and protection during transit by movers who are experts in moving technology. During your office relocation, double check to make sure any wires or cables are labeled correctly with which piece of equipment it goes with. You'll also want to move the copies you made of your backup during the planning stage to the new location separate from your major infrastructure and any other backups you've made. Lastly, don't forget to make a detailed list of who was involved with the move.



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Continued Support After the Move

Once at the new location, DMS will be able to assist in setting your technology up correctly, so you're able to get back up and running quickly. They'll test your network to make sure everything is working properly and assist your staff with any post-moving hiccups that may arise. The team at DMS will walk through your new office with you to verify that all cabling and equipment are in the correct places and ensure your phone systems are working correctly. They'll start your offices and test your network connections, capability, and data migration.

So instead of leaving your office relocation to standard office movers, place your infrastructure and IT relocation needs into DMS's hands. They have the experience required to make sure your move is made the first time correctly without the stress of losing any data or damaging a piece of expensive equipment. They'll be by your side from the earliest stages to long after your move is completed to make sure you're up and running the way you need to be. Give them a call and allow them to start helping you plan your move today.

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