

How To Move Offices In 90 Days:

Your Checklist To A
Stress-Free, Seamless
SME Office Move



Moving your business to a new location is an exciting opportunity, but the logistics - especially for your vital telecom and internet services - can feel overwhelming. For SMEs, disruption is simply not an option. A failure in communication or connectivity during a move can result in missed calls, lost revenue, and significant frustration.

This 90-day checklist is designed for key decision-makers like you to ensure your essential technology infrastructure is planned, installed, and fully operational before the first piece of furniture arrives, guaranteeing a truly stress-free and seamless transition.

Your Checklist To A Stress-Free, Seamless SME Office Move

☐ **Appoint a dedicated move project lead**

90 Days Out: Designate one internal resource to oversee the entire relocation process and act as the primary liaison with all suppliers (e.g. telecoms, removals, decorators), ensuring clear communication and preventing critical decisions from being missed or delayed.

☐ **Conduct a full technology audit**

90 Days Out: Detail every piece of existing communication hardware, IT cabinet, and network switch to determine what can be reused, what needs replacing, and what is no longer supported before committing to new contracts.

☐ **Finalise new site connectivity needs**

85 Days Out: Don't just transfer your old service; establish availability of data services at your new premises and calculate your actual requirement for a high-speed, reliable connection (like a leased line or high-speed fibre) to reduce performance issues post-move.

☐ **Consult a telecoms specialist**

80 Days Out: Engage a trusted provider early to get professional advice on the best service types (e.g. Hosted VoIP vs. SIP Trunks) and to confirm service availability at your new address.

- ☐ **Initiate new line provisioning**

75 Days Out: Order your new dedicated internet line and phone services immediately, as lead times for complex installations can be several months and are often the biggest bottleneck in a move.
- ☐ **Review and sign new lease / rental agreements**

70 Days Out: Ensure you have legally reviewed and signed the lease or rental agreement for the new site to lock in the move date and allow contractors to begin site planning.
- ☐ **Plan for system longevity and disaster recovery**

60 Days Out: Ensure your new system is future-proof, easily scalable for growth, and includes built-in resilience features (like automated call forwarding) to protect against unexpected outages or failures.
- ☐ **Review call management features**

55 Days Out: Use the move as an opportunity to implement features you always wanted, such as comprehensive call reporting, auto attendants or call recording capabilities.
- ☐ **Engage professional removal services**

50 Days Out: Book your chosen removal company and confirm insurance, packing material delivery, and the logistics plan for moving furniture and sensitive equipment.
- ☐ **Secure your existing phone numbers**

45 Days Out: Confirm the process for porting (transferring) your existing business numbers to the new provider; this prevents customers from losing contact with you during and after the move.
- ☐ **Arrange equipment delivery and set-up**

30 Days Out: Schedule the delivery and pre-configuration of any new hardware (e.g. handsets or network equipment) to the new office to allow ample time for on-site testing.
- ☐ **Perform a network connectivity test**

14 Days Out: Once the new broadband or leased line is live, conduct a stress test on the network to verify speed, stability, and quality of service before staff begin relying on it.
- ☐ **Execute a phased pilot migration**

7 Days Out: Move a small, non-essential team (or a few key users) onto the new system for a day or two; this acts as a real-world test to iron out any minor bugs before the main move.

□ **Maintain communication continuity on move day**

Move Day: Set up temporary call forwarding or use mobile apps on your hosted VoIP system to ensure zero missed calls while the physical office setup is being finalised.

□ **Schedule a post-move review**

Post-Move (Within 1 Week): Arrange a final call with your telecoms provider to review system performance, check the call reports, and confirm all staff are fully trained and satisfied.

Your Seamless Communication Partner

A successful office move hinges on expert planning and timely execution, especially when it comes to your critical business communications. Don't let internet issues, old hardware, or unresponsive support become your biggest post-move frustration. Cedar Telecom specialises in providing robust, reliable, and future-proof telecom and internet solutions designed specifically for ambitious SMEs.

For a free, no-obligation consultation on your business telecom or internet requirements - whether you're moving offices or simply seeking better performance and support - **contact Cedar Telecom today.**

We're here to make connectivity your greatest asset, not your biggest headache.



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