COMMCENTRE
MANAGED IT SERVICES

FREE RESOURCE · OFFICE MOVE: IT AND PHONES TIMELINE

OFFICE MOVE IT AND PHONES PLANNER

A 90-day planner with owners and dates, a site photo checklist and the move-day test sheet.

Office move timeline

WHEN	TASK	OWNER	DATE DONE
90 days	Check internet options at the new address		
90 days	Landlord: comms room, cabling, installer rules		
90 days	Decide: move phone system as is, or move to cloud		
60 days	Order new internet so it is live before move day		
60 days	Send new-site photos (page 2)		
60 days	Plan cabling: desks, printers, cameras, access points		
30 days	Book cabling, phone and network move		
30 days	Arrange 4G backup for move day		
30 days	Tell providers the new address (incl. emergency address)		
14 days	New internet installed and tested		
14 days	Plan app and remote access changes for the new public IP		
14 days	Label every cable at the old site		
Move day	Core network, then phones, then everything else		
Move day	Run the move-day tests (page 3)		
Week after	Cancel old services after a week of working		

New-site photo checklist

- [ ] Where the internet enters the building (nbn box or wall socket)
- [ ] Comms cabinet or room, door open
- [ ] Power points near the comms area
- [ ] Network ports on walls, close enough to read labels
- [ ] Patch panel, if any
- [ ] Ceiling space where access points would go
- [ ] Reception desk and other phone areas
- [ ] Rough floor plan, even hand-drawn
- [ ] Mobile signal screenshot inside the building

New site address

Landlord or building manager contact

Internet ordered (provider, reference)

Expected live date

Move date

Move-day test sheet

TEST	PASS / FAIL	BY	TIME	NOTES
Internet on a cable				
Inbound call to main number				
Inbound call to a direct line				
Outbound call, caller ID correct				
One call held over a minute				
Welcome greeting and hold music (as a caller)				
Voicemail to email				
Mobile app on mobile data				
Payment terminal test transaction				
Printer and scan-to-email				
Cameras from outside				
Wi-Fi walk-through, every area				
Emergency address updated with each phone provider				