



Computer Equipment Relocation Checklist

- Consult with architect, engineers, electricians regarding your move to ensure new site specifications meet your hardware, electrical and environmental requirements and finalize your floor plan.
- Develop plan for disposal of excess equipment.
- Make arrangements for storage of equipment not moving to the new site.
- Arrange for staging and/or delivery and install of new equipment housed at the new site.
- Develop a time line for the move, allowing for all contingencies* (see reverse side).
- Contact all necessary parties—movers, hardware service providers, electricians, etc—for quote and reserve move date(s).
- Provide all necessary parties with a copy of the new site floor plan with all system and peripheral locations clearly marked.
- Finalize move date and time, allow 1–3 working days for intrastate and 5–10 days for interstate move. Allow for overtime if move occurs on weekend.
- Assign a project manager to oversee all aspects of the move, be your company representative at current and new site, take responsibility for all on-the-spot decisions or escalate to proper authority, and reconcile/manage insurance claims.
- Determine the electrical power and network cabling needs at the new site and ensure that all is ready in time for move.
- Ensure site conditions are within the common environmental range of all system devices and media.
- Hire union licensed electricians if necessary for hardwiring connections for uninterruptible power systems and/or power conditioning/distribution.
- Arrange with service provider for network cabling, electrical troubleshooting of clusters, PC, and/or workstations networks.
- Arrange for electricians to pull wires/cables through ceilings, walls, or floor and install connectors after consulting with building contractor.
- Arrange for a separate phone line for remote diagnostic console, if applicable.
- Reserve the freight elevators and loading dock or loading zone area at each site. Where necessary, secure stairwell.
- Make necessary arrangements for necessary rigging, ramps, and special precautions.
- Obtain a list of all personnel involved in the move from each vendor.
- Arrange for passes/badges for each site for all move personnel that will cover each day of the move and, if necessary, preliminary site inspections prior to the move.
- Prepare risk management/insurance worksheet. Have a secured insurance binder to cover the move.
- Prepare contingency plan for damaged equipment unless Priority 1 insurance is obtained.
- Backup all necessary systems and media.
- Label all system cabinets and peripherals and all cables removed from the systems. Labels must correspond with the floor plan of the new site.
- Verify equipment operation prior to deinstall.
- Disconnect all cables, busses, and cabinets.
- Install shipping brackets, when required.
- Supervise packing and unpacking.
- Perform diagnostic verification of the systems and options.
- Ensure all applications are started successfully.
- Run diagnostics after reinstall to ensure equipment runs properly.

