



COMMERCIAL IT & RELOCATION

Health Check

10 essential questions for a smoother build

Planning a new office, build-out, or relocation? Use this checklist to catch technology gaps before they become delays, extra costs, or move-day surprises.

YOUR READINESS CHECK	YES	UNSURE	NO
01 Has your IT partner been included in planning from the start?	☐	☐	☐
02 Is internet service confirmed and scheduled for the new location?	☐	☐	☐
03 Are network cabling, Wi-Fi coverage, and equipment locations on the build-out plans?	☐	☐	☐
04 Will the network room have adequate power, cooling, and space?	☐	☐	☐
05 Are security, access control, HVAC, and AV vendors coordinating with IT?	☐	☐	☐
06 Have critical network equipment and long-lead items been ordered?	☐	☐	☐
07 Will business, guest, and building systems be securely separated?	☐	☐	☐
08 Will Wi-Fi, phones, printers, and workstations be tested before opening?	☐	☐	☐
09 Is there a documented move-day cutover plan to minimize downtime?	☐	☐	☐
10 Is post-move monitoring, support, and system documentation assigned?	☐	☐	☐

IF YOU CHECKED "UNSURE" OR "NO"

That is an opportunity to plan ahead—not a reason to worry. A short conversation can help identify the next steps before construction or moving deadlines arrive.

LET'S TALK

Get a clear technology plan for your next space. 901-489-8408 www.tamburrino.com