

# 5 Essential Tips for a Successful Office Move

*Data Cabling Check List for Moving Your Office*

**CALL OUR OFFICE TODAY AND SPEAK WITH A PROFESSIONAL**

**WE ARE HAPPY TO HELP [416-244-2525](tel:416-244-2525)**

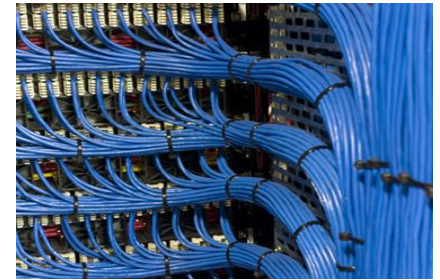


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## Take Inventory

Now is a good time to take an inventory of all of the equipment you will be using: telephones, computers, printers, video surveillance, card access, multi-function faxes and scanners, water cooler, and shredders. All of these items need either a power outlet or a data cable or both.



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## Get a Floor Plan

A floor plan of your office is a must as various vendors will be asking for it (furniture technicians, telephone system technicians, certified data cable technicians, IT technicians). Depending on your floor plan and your office furniture, you may find there are missing jacks and outlets.

## Moving Check List: Have You Taken These Steps?

1. Take **INVENTORY** of Everything that needs to be Plugged In
2. Create a **FLOOR PLAN**
3. **NEGOTIATE** with Your Landlord + **REUSE** Existing Cable
4. Call To **DISCUSS OPTIONS** with Your Cabling Professional
5. Set up a **FREE SITE VISIT** with a TBD technician

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## Negotiate + Reuse Existing Cable

Once you have an idea of how many devices need to be plugged in, you can count how many are available at your new space. Can you reuse any of the existing cable?

If there aren't enough, you may want to negotiate this with your new landlord - before the lease is signed!

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## Call to Discuss Options

Our certified technicians are trained to properly install, test and terminate your cables. It makes a huge difference. All of your data travels along these cables.



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## Set Up a Site Visit Avoid Surprises

You have your floor plan, inventory, your new space and a certified technician. Now what? Schedule a site visit to see the new site so there are no surprise obstacles during the installation. We provide estimates the same day our technician is on site.

For more information or to set up a site visit with one of our Certified Technicians call us at **416-244-2525/1-866-873-9755** or email: [Service@TelecomByDesign.ca](mailto:Service@TelecomByDesign.ca)