

100 Point IT Infrastructure & Data Centre Relocations Checklist

Relocating IT infrastructure requires careful coordination across facilities, networking, power, and operational teams. This checklist is designed to help IT leaders and infrastructure teams assess readiness across every stage of a relocation project.

How To Use The Checklist

Work through each section and mark the status of each item. The checklist helps identify potential risks before infrastructure is moved.

Key

NO

Missing or failing requirement

OK

Implemented but may require improvement

YES

Fully implemented

Core Infrastructure Readiness

Planning and Documentation	NO	OK	YES	Communication & Network	NO	OK	YES
Project Plan and Timings				Internet Line			
Assign Project Manager				External IP address Changes			
Communication plan to staff				DNS Changes			
Ensure IT Helpdesk coverage over move period				Backup lines			
Escalation process for support				Remote office connections			
Remote user/Site communication				Remote User Connections			
Identify key staff members and backup contingencies				VPN			
Determine insurance requirements and notify insurers				IP Address range changes			
Ensure up to date documentation of key IT systems				Firewall changes including NAT			
				Ensure sufficient POE ports			

Core Infrastructure Readiness Continued

Physical Site	NO	OK	YES
Computer/Server Room Location			
Access to site (lift, stairs?)			
Ceiling - insulation, containment			
Door Security (integrate with company or separate)			
Fire rating (doors, walls etc)			
Determine and install optimal fire suppression system.			
Install anti-static flooring, raised flooring, and/or server pedestals			
Ensure site secure before moving any equipment			

Room Power	NO	OK	YES
UPS sizing			
Standby generator			
Runtime of UPS			
Monitoring of UPS			
Transfer switch (allow for bypass)			

Room Cooling	NO	OK	YES
Ensure server room air quality with filters, air conditioner or heater, and humidifier/dehumidifier.			
Cooling type (water, air etc)			
Cooling capacity			
Cooling redundancy (N+1)			
Raised floor			
Humidity control			

Room Monitoring	NO	OK	YES
Temp and Humidity			
Directly monitor cooling			
Camera/Security			
Smoke detection			
Water detection			
Test Restores			
Disaster Recovery Plans			
Test Disaster Recovery			
Ensure written backup and recovery plan available off site			
Consider offsite/cloud backup for move			

Infrastructure, Migration & Operations

Cabling	NO	OK	YES
Structured Cabling from room to desktops			
Cat5/6?			
Points for Access Points, Printers, A/V, security			

External Equipment	NO	OK	YES
Printers			
Scan to email and network settings			
Security Cameras			
Wireless Access Points			
Audio Visual			



Infrastructure, Migration & Operations Continued

IT Equipment Server Room	NO	OK	YES
Rack Layout			
Servers			
Storage			
Network Equipment			
Reuse or replace patch cables			
Power Cabling (reuse or replace)			
PDUs			
Document cabling and connections			
Ensure all username and passwords documented and available			
Ensure rail kits fit in destination racks			

Pre-Move Tasks	NO	OK	YES
Pre install as much as possible			
Test key services like phones and internet			
Test critical infrastructure e.g. UPS prior to go live			
Pause monitoring services to prevent false positive alerts			

Support and Maintenance	NO	OK	YES
Ensure Maintenance contracts for all HW vendors (including weekends)			
Ensure support from 3rd parties (e.g. Telcos, Telephony, HW, SW)			
Review HW for errors and remediate before move			

Security & Governance	NO	OK	YES
Change management approval obtained			
Security monitoring validated after relocation			
Identity services validated during migration			
Hybrid/cloud connectivity verified			

Phone	NO	OK	YES
Move/Replace			
Analog line requirements			
Fax requirements			
SIP Gateways			
Fax to Email Services			
SMS Services			
POE ports for VOIP phones			

Data and Backup	NO	OK	YES
Review and document backups			
Test Restores			
Disaster Recovery Plans			
Test Disaster Recovery			
Ensure written backup and recovery plan available off site			
Consider offsite/cloud backup for move			

Day of Move	NO	OK	YES
All parties booked			
Out of hours access to buildings organised			
Breaks planned for staff			

Post Move	NO	OK	YES
Notify Key Support Vendors of change of address			
Hyper Care on VIP users e.g. MD, VPs			
Recheck backup and DR services are operational			
Update documentation			
Take a well-deserved break!			

Planning an IT infrastructure relocation?

Speak with the Focus Group Technologies team for guidance on planning, migration strategy, and risk mitigation.