



February Newsletter: Five steps to a successful office move

Hello!

Our small business clients move, on average, every five years. That's a lot of moving, especially when you consider the distraction and the disruption to business that moving can bring. We've helped many our clients deal with the technological aspects of relocating their businesses, from ordering new internet connections to assisting architects with server closet design. Over the years, we've built up quite a bit of expertise in moving small businesses. Below, we've crystallized our experience into five steps you can use to make your business move as smooth and easy as possible.

Happy moving!
Your friends at Cartwheel

Five steps to a successful office move

1. Order internet access early

You're probably thinking you'll give yourself a month, and that should be plenty of time. Not even close. Internet access, especially when ordered through a Verizon reseller such as Broadview, can take forever. First of all, Broadview has to call Verizon and set a time for Verizon to come out. Then Broadview has to come out. Then, if you're lucky, they'll give you a "live" date that's acceptable. More often than not, this process takes longer than you think. We recommend that the first thing you do after you sign a lease is order your internet access.

2. Evaluate choice of phone service carefully

Choice of phone service is complex, and is most likely a choice you'll have to live with until your next move. First, you'll need to decide what kind of service to use (VOIP, digital, or standard telephone service). Then, you'll have to decide on the provider, and whether to use a phone system (PBX), or a hosted phone PBX. Finally, you'll have to decide on the phones themselves and any local or long-distance packages. Whatever you choose, make sure to give yourself plenty of time, and read the cancellation clauses very carefully.

3. If you're renovating, think ahead

Renovating an office, just like a home, requires some foresight. For instance, you may only need five workstations, but you could grow so plan for as many as the space can hold. Wiring the space properly can also make it easier to sublet if you need to. Also, think about your future technology needs. For instance, wiring for Cat-6 (a type of wiring) costs only a little more than



Cat-5e, but may pay off five years from now. It's a good idea to get professional wiring advice before passing it off to a general contractor.

4. Make room for technology

Make sure you have enough space for your technology equipment (whether moving or simply renovating). We've seen many offices with servers crammed under desks, in tiny closets without ventilation, or in water-filled utility closets. This can look bad at best, and actually damage equipment and your valuable data at worst. Architects often underestimate the space it takes to comfortably fill most small business's equipment. You need good electricity, good ventilation, room for all your equipment, and some space for you to move around.

5. Don't count on wireless

This one is simple. Always run wires. A wireless connection may work in your space today, but it may not tomorrow. All it takes is a neighbor with incompatible wireless equipment to interfere with your signal. Proper encryption is necessary, but can occasionally cause a slower connection... and unsecured wireless networks are susceptible to unauthorized access by anyone in range - never a good idea for businesses.

We hope these steps help make your next move less stressful, more successful, and more economical. As always, if you have any questions or would like help planning or executing an office move, don't hesitate to call us at 212 206 9619.