

**“Mikenize” Your Business Relocation:**

Our expertise concentrates on the Business and Technology Relocation Planning, Design, Build-out and Project Management of your Facility and Technology Infrastructure. Miken will make certain your relocation is completed as planned, that your total facility, office and technology spaces, furniture, security (access and Monitoring) systems, facility management systems and communications networks and services including voice, data and networks are working when your staff arrives at the new site

**Our Relocation Checklist:**

**Physical Planning**

- Physical planning and mapping to go over your floor and electrical plan.
  - If modular furniture is being used, run the network cabling before the furniture is installed.
- Determine PC and printer locations in the new space.
- Determine the location of fax machines in the new space.

**Labeling**

- Labeling network and analog lines and wiring.
- Label computers, boxes, binders, switches, keyboards, mice, etc., with destination information like room numbers and office locations.

**Wiring, cabling, phone, and Internet access**

- Schedule wiring according to the construction timeline for newly built structures.
- Identify the telephone and data cabling closet/room within the space.
- Identify the server location on the floor plan.
- Verify that the location of the server room is centralized to avoid the 100m Ethernet UTP length limit.
- Evaluate cost and lead time in providing additional electrical service in the new location.
- Test all network and phone drops as soon as possible.
- Test all power outlets using a tester as well as plugging something in.
- Transfer all appropriate telecommunication services over.

**Equipment & Backup**

- Inventory existing equipment and hardware, including computers, monitors, printers, modems, servers, surge protectors, fax machines, data cables, network switches, copiers, firewalls, ect.
- Evaluate the need for new equipment.
- Schedule activation time for new site.
- Remind users to back up their own files onto the network or disks before the move.
  - Implement proper security and backup services.

**Special Application and Future Planning**

- Make sure all of your business needs are meet.
- Customize any solution that your business requires
- Making sure there is room for growth of technology within your business relocation plans.