36 CHECKS / EQUIPMENT ACCOUNTED FOR

The IT relocation checklist

An IT move works when equipment arrives safely and your team is ready to bring it online. These 36 checks show what to cover - and where Ede's handles the physical relocation.

Start early: confirm connectivity and recovery needs before fixing the cutover date.

01 Set technical ownership

STAGE 1 OF 3

- [ ] A clear brief covering locations, equipment, target dates and the first working day.
- [ ] A client IT lead, move lead and technology partners with agreed responsibilities.
- [ ] Physical move tasks aligned with the IT team's shutdown, configuration and restart work.
- [ ] Critical services, users, recovery priorities and acceptable downtime identified.
- [ ] Connectivity installation, testing dates and a workable fallback confirmed with IT.
- [ ] The change window, key dependencies and postponement criteria agreed before cutover.

02 Audit equipment and destination

- [ ] An asset inventory showing IDs, serial numbers, origins, destinations and move or retire status.
- [ ] Desk, room and rack locations mapped, with clear equipment and cable references.
- [ ] Specialist handling, manufacturer guidance, leased equipment and warranty requirements checked.
- [ ] Destination access, rack space, power, cooling and any specialist conditions confirmed.
- [ ] Network ports, cabling, Wi-Fi and access permissions included in the IT readiness plan.
- [ ] Authorised handlers, secure staging and custody records agreed for sensitive equipment.

A PHYSICAL IT MOVE BUILT AROUND YOUR BUSINESS

Ede's plans and manages the physical relocation of workstations, peripherals and server equipment. We work to your IT team's technical sequence, with protective handling, clear asset records and agreed destinations, so the move supports your return to work.

Plan your IT relocation with Ede's >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

IT RELOCATION CHECKLIST

Prepare the cutover

Before shutdown and collection.

Your goal: the technical team and the physical move are ready for the same cutover.

03 Prove the recovery plan

STAGE 2 OF 3

- [ ] Your IT team has completed backups and verified the agreed recovery process.
- [ ] Recovery information and credentials securely available without relying on the systems being moved.
- [ ] The technical shutdown and restart sequence documented, with dependencies and timings.
- [ ] Rollback triggers, the last safe decision point and temporary working arrangements agreed.
- [ ] A technical test plan and named business owners ready to confirm service acceptance.
- [ ] Staff briefed on downtime, when to stop work and how urgent issues will be handled.

04 Prepare the physical move

- [ ] The receiving site and technical team confirmed ready for equipment delivery.
- [ ] Loading, lifts, working hours, security clearance and supplier attendance arranged.
- [ ] Relevant layouts and cable positions recorded in line with your security requirements.
- [ ] Disconnection and reconnection responsibilities agreed for devices, monitors and peripherals.
- [ ] Suitable protection and packaging ready, with accessories kept with the correct equipment.
- [ ] The dispatch list, destination labels, handling instructions and escalation route signed off.

LET EDE'S TAKE CARE OF THE MOVE LOGISTICS

From equipment labelling and protective packing to access coordination and transport, Ede's handles the agreed physical move. We work alongside your IT team or technology partner, who owns backups, shutdown, configuration and technical restart.

Bring the physical and technical plans together >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

IT RELOCATION CHECKLIST

Move, test & hand over

Move day through the first working day.

Your goal: every asset accounted for, with service readiness accepted by your IT team.

05 Track the move

STAGE 3 OF 3

- [ ] The IT lead has authorised release after controlled shutdown, before equipment is moved.
- [ ] Equipment quantities and condition recorded at collection, including anything left behind.
- [ ] Secure handling and custody handovers recorded through transit and any staging areas.
- [ ] Equipment checked on arrival, with damage or missing items reported promptly.
- [ ] Assets placed against the desk or rack plan and reconciled with the dispatch inventory.
- [ ] Equipment handed to the IT team in the agreed order for configuration and restart.

06 Confirm the return to service

- [ ] Your IT team has checked power, internet, network, phones, Wi-Fi, printing and meeting rooms.
- [ ] Critical applications, remote access and representative user tasks tested against the plan.
- [ ] Test results recorded and service readiness accepted by the authorised IT or business owner.
- [ ] First-day move support coordinated with the IT help desk and a clear escalation route.
- [ ] Asset records updated, with stored and retired equipment and any destruction evidence reconciled.
- [ ] Old circuits and redundant services reviewed by IT, with remaining faults and follow-up actions closed.

EQUIPMENT ACCOUNTED FOR, FROM START TO FINISH

Ede's tracks equipment through collection, delivery and placement, then coordinates move-related follow-up with your team. Where needed, we can also arrange equipment storage, IT recycling and certified data destruction as part of the agreed scope.

Tell us what is moving. Let's plan it together >