



I.T. CHECKLIST

Jerky pork loin tenderloin tri-tip shank ham hock leberkas flank meatball brisket kielbasa short ribs strip steak pork belly chicken. Biltong corned beef filet mignon buffalo jowl. Pork corned beef salami tenderloin, pancetta hamburger.

PREPARATIONS

- ☐ **Find an ISP** (internet service providers) for your new location
Shop Local with DataYard the only alternative to big box providers
- ☐ **Evaluate Your Equipment**
 - Inventory all equipment to determine whether it still meets your needs
 - List any equipment that needs upgraded or replaced and order new equipment.
 - Return any leased IT or phone equipment that is no longer needed
 - Evaluate your server room requirements or think about moving systems to the cloud

How We Can Help

- Contact DataYard to plan for new equipment, optimize current equipment, or assess your current technology

ONSITE CHECKLIST

- ☐ **Communications**
 - Does the new space have the right cabling & infrastructure?
 - How many phone lines will you need?
 - How many Cat 5 or Cat 6 cables will you need to run?
- ☐ **Infrastructure**
 - Identify ideal locations for workstations, power jacks, & network cabling
 - Decide prime locations for printers, scanners, routers, etc.
 - Confirm the minimum requirements for the server room (electrical, cooling, dimensions, & security)
 - Plan your wifi network by deciding where your Access Points will be installed

MOVING DAY

- ☐ **Preparations**
 - Verify all wiring and data cables are labelled correctly to each piece of equipment
 - Compose a contact list of everyone involved in the move
 - Instruct all staff on how to shut down all equipment properly before leaving on the final day before the move.
- ☐ **Transportation**
 - Moving technology equipment often requires special handling and expertise
 - Make several backup copies of all company data systems including firewalls and servers
 - Store all copies of data in a location that will not be affected by the move

CUT OVER & INSTALL

- ☐ **Check It Once, Check It Twice**
 - Connect with your ISP to ensure IP information for configuration is correct
 - Verify all cabling, equipment, and phones are properly connected
 - Test all features of phone systems, intranet, extranet, website, and network working are all running properly
 - Instruct staff on any new network configurations or new system processes

NEED HELP WITH YOUR MOVE?

DataYard is ready to help with any stage of your transition into a new location. Through our partnership with MVG if you choose DataYard as your ISP at your new location we will waive the installation fee.

ABOUT DATAYARD

- ▶ **An I.T. Partner Since 1995**
We started as an early ISP (Internet Service Provider) during the dial-up era and have grown with the technology ever since.
- ▶ **End-to-End Support**
DataYard is uniquely positioned to provide any level I.T. support. We're still a local ISP but we're also a state-of-the-art data center, cloud service provider, and onsite I.T. service partner.
- ▶ **I.T. Augmentation**
Whether you're overwhelmed with I.T. projects and need an extra hand or expanding into the Dayton market we can help augment your current I.T. team for projects or on long-term retainers.
- ▶ **We Are Secure.**
We are a SOC II Type 2 Certified Data Center and have a radical commitment to privacy.