

Telecommunications Relocation Checklist

Please contact Chabot Telecom Solutions for assistance answering any questions. 510.381.0671 mikef@chabot1.com

- 1) What are our current telecommunications needs (seats, features, bandwidth, etc.) and what might they be in the future?
 - a) Meet with employees and managers:
 - Evaluate what is being used and not used on the current telecom system for voice, mobile, and data.
 - Ask for a wish list of features and capabilities they think might help make their jobs more efficient and productive.
 - b) Inventory of all voice and data circuits (Internet)
 - c) Includes fax lines, credit card machines, postage machines, modems and alarm lines.
- 2) Review your last billing statement from your Carrier (AT&T, Comcast, Telepacific etc...) Check to see if there are any lines or data circuits you are not using or do not recognize.
- 3) Contact your Carrier (AT&T, Comcast, Telepacific etc...) to place an order to move your line/data circuits. Allow sufficient Lead Time for installation to be scheduled.
- 4) Request your Carrier (AT&T, Comcast, Telepacific etc...) to request a facilities check.
Facilities check: Your provider will complete a site survey to make sure there is enough wiring from the Street to your building for all your voice and data circuits.
- 5) Establish where in the new facility the equipment can be housed. Then answer these standard questions:
 - How much room will the system require?
 - Is there proper ventilation to prevent overheating?
 - Does cable need to be run to each seat for the data network?
 - What phone jacks or other connectivity is already available in the facility?
 - Are any upgrades or additions necessary if existing CPE is being moved from the old location?Please contact Chabot Telecom Solutions for assistance answering any questions.
- 6) Create a Floorplan with voice and data locations along with a central data/voice room. Include fax lines, credit card machines, postage machines, modems and alarm lines. (Preferrably before the site survey is scheduled)
- 7) Schedule a site survey with Chabot Telecom Solutions to assist with any questions and visit your new office to determine new voice or data cabling additions. (There is not a charge for this unless out of service area) 510.381.0671 mikef@chabot1.com
- 8) Can we move existing equipment or do we need to purchase or add new equipment?
If you are moving existing phone equipment inventory the number of phones/extensions and outside lines.
 - a) List any additions you might have for outside lines or inside extensions.
 - b) List desired features and capabilities necessary immediately, and think about future growth plans in terms of additional seats, bandwidth, features, costs, etc.
 - c) List equipment that can be moved and re-used based on the type of telecom system you plan to use at your new location.
 - d) If your equipment is older please let us quote you a New Telephone System with updated features as VoIP. 510.381.0671 mikef@chabot1.com