



## Items to consider when moving into a new office, relocating, or expanding

- Floor layout
- Outside door access control (keyed, keypad, card)
- Air conditioning / server
- Furniture, chairs, pictures
- Kitchen Microwave, refrigerator
- Office lighting, windows
- Fire extinguisher(s), sprinkler system
- Alarm system
- Security Camera(s)
- Phone system / phones / VOIP / answering service / call forwarding
- Internet Service Provider closet
- Network wired & wireless
- Small / large local and network printing / copying / fax
- Electrical power / UPS / Powerstrips
- Cable TV,TV
- Laptop, desktop, tablet, and cell phones
- Office supplies (trash cans, paper, etc)
- Individual office space keyboards, mice, monitors, files, staplers, etc.