

Smart Technology Utilization during Office Relocations

When your organization is ready to relocate to a new office, it's a good time for cleaning house. This can mean a review of files, procedures, policies — and especially technology. If you're clinging to your old phone system as you move from one office to another, you're not necessarily doing yourself any favors.

Typically, 40% of the cost of deploying a phone system to a new building is the cost of cabling and the labor for installation. This means an organization is not realizing significant savings by clinging to an outdated phone platform, especially when you consider the features and functionality that the business is missing out on by not utilizing the latest technology. Upgrading to the latest phone technology when an office is undergoing new construction or renovation is significantly more cost effective than needing to rip open walls at some point in the future if the decision to upgrade a phone system is made at a later time.

Planning the right strategy for an office move is essential. Moves are most often motivated by business expansion and growth. But will your phone system support the extensions you will be adding now and in the future? Will it have the capability that employees need to be effective? There are a few considerations to keep in mind to ensure that both your new building and phone system will support all of your business needs.

How to shrink cabling costs

When moving into a new building, you should always make sure that it is wired to support any potential growth that you expect in the future. Even if you are not installing a phone or computer network to the new location at the present time, you can develop what is known as a "cable-only" location. A cable-only location will have all of the wiring pre-installed during construction. Then computers and phone equipment can be installed at the convenience of the business. The reason to do this is that it will cost 40-50% more to open walls and ceilings to wire a building later than to install wiring during initial construction.

Always be sure to use what's known as CAT-5 E cabling for your phones and CAT-5 E (or an even better grade of cable) for your computers. And be aware that most building codes require the use of plenum rated cabling. Certain vendors may try to cut costs by using residential cabling. Always double check with your vendor to ensure that your wiring is tested to meet the highest standards.

Typical Cabling Costs		
Type 1	1 CAT-5 Enhanced Run	1 CAT-5E (Phone) and 1 CAT-5 E (Computer) Run Combined
Non-Plenum	\$165-\$190	\$220-\$250
Plenum	\$185-\$210	\$275-\$305



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The Telephone / Data closet in your new office will also need to be spacious enough to allow proper air circulation. We recommend a minimum of 3 feet of open space between the equipment and each wall of the closet. And the equipment should be located where technicians can access it freely.

When deploying a new phone platform in your new office, be sure to keep your current phone system operational in your old office until move day. You can have the new system installed and ready to operate when the doors of the new office open, and your staff can keep using the existing system up until the last moment. That's the best way to ensure smooth continuity of operations for your organization, even during a potentially disruptive office move.

Moving through the cloud

One of the strongest options to reduce moving expenses during an office relocation is to launch applications through cloud computing. It is now possible to purchase bundled services in a secure operating environment. You can deploy broadband and combine it with applications such as PCI-compliant credit card processing without the expense of implementing and maintaining computing servers at your business location.

Through the cloud, you can enable fire, security, and video monitoring across all of your business assets, and have it all as part of one integrated system. Robust systems even enable the ability to monitor everything from a smart phone. You can monitor alarm notifications, manage employee access codes and view video of your business right through the phone. You can even supervise voids, resales and returns by merging your point-of-sale systems with video monitoring.

When considering a cloud vendor, make sure they provide 24 x 7 monitoring of your system across all locations to ensure high availability and consistent service. They should also be willing to provide bundle services to keep your costs low.

Making the smart transition a reality

If you take an objective look at what it really costs to keep using outdated technology through an office move, the argument around savings really doesn't make sense. There are many gains in efficiency and cost savings over time that becomes reality when upgrading technology at the right time. And that time couldn't be more right than when transitioning into a new space. Why not make the most of a move, and use the opportunity to drive your business forward and not just into a new location? The payoff in productivity is one that you can realize for years to come.



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