



What to Check Before Your Next Office Move or Lease Signing

A general readiness checklist for executive offices, professional services, and family-owned businesses.

- ☐ **Site assessment done before commitment**
Not after the lease is signed.
- ☐ **Cabling and network capacity planned for growth**
Sized for where the business is headed, not just current headcount.
- ☐ **Wi-Fi coverage mapped across the actual floor plan**
Tested against the real layout, not assumed from the square footage.
- ☐ **Security camera and access control scope defined upfront**
Decided before build-out starts, not added on afterward.
- ☐ **Cutover day coordinated to minimize downtime**
A planned handoff, not a scramble.

A free resource from OSSUM IT.

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