



IT Checklist for a Weekend Office Move

What to check when relocating a law office without missing a business day.

- ☐ **Cabling, phones, firewall & Wi-Fi scheduled for off-hours**
Operational before Monday morning — not started Monday morning.
- ☐ **Confidential file access verified working before staff arrive**
Tested, not assumed, ahead of the first business day.
- ☐ **Chain-of-custody plan for physically moving servers/file storage**
A documented handling plan for the move itself.
- ☐ **Backup verified successful before the old location is disconnected**
Confirmed working, before the cutover — not after.
- ☐ **Printer/copier network reconnection tested**
Checked directly, not assumed to just work.
- ☐ **A clear point of contact for Monday-morning issues**
One person to call if something isn't working.

A free resource from OSSUM IT.

2010 W. San Marcos Blvd, San
Marcos, CA 92078
Serving Los Angeles, Orange & San
Diego Counties

CALL OR TEXT
(714) 600-5829

EMAIL
support@ossumit.com

WEB
ossumit.com