

Digital Office Move Build-out Renovate



DOMBRe will move (the digits, the bits and the bytes of) your office or entire organization across the hall, up or down a couple of floors, across the street or across the city.

We specialize in all the digital aspects of your infrastructure to ensure that your next office move, “build” or renovation project is highly successful!

**A “move” is really a “business continuity” exercise.
We manage each “move” as a “project”: cost effectively and on-time.
Lets keep the “wheels on your wagon” turning forward!**

Planning An Office Move, Build or Renovation?

How about using this check-list to keep track of all your computer, telephony, and digital / IT tasks?

Internet Service

Book the “move” with your ISP so that your connection to the internet will be there when you need it.

Suggestion Book this move 6 - 8 weeks in advance.

Suggestion Have you considered a “wireless” ISP?

Local Network

Do you have sufficient data / network / telephone cables of the correct specification running to all the locations where you'll need them? How much of the existing cable can you re-use or re-purpose?

Suggestion Plan the network 4-6 weeks in advance so cable installers can be booked in time to do the work.

Suggestion Have you considered a wireless network?

Computers : Servers, Laptops, Desktop Computers

Copiers / Printers / Plotters

Who is moving which? Do they need to be backed-up or “prepped” for the move?

Electricity

Plan the new space and check for heavy electricity consumers: Copiers, servers, clusters of cubicles / workstations.

Suggestion Plan for power 4-6 weeks in advance so electricians can be booked in time to do the work.

Telephones and Facsimile

Book a “move” so that your telephone and facsimile trunk lines will be ready when you need them.

Suggestion Book this move 6-8 weeks in advance.

Note Watch out for the “December Black-out”!

Upgrades and “Substantial Changes”

Upgrades and “substantial changes” can be made to your digital systems at any time. Some of these, e.g. a new telephone system, are best planned to coincide with a “move” and others are better left to “another day”.

Planning, scheduling, communications and competent staffing are all crucial to successful upgrades and “substantial changes” “on - the - move”.

Cut-over

“Cut-over” is a “business continuity” issue.

“Business continuity” may be the most crucial factor for the scheduling of your move date.

Reality test : It takes time to “cut-over” a digital service like an internet connection or telephone trunk line, usually most of a day.

It will be neither instantaneous nor tightly scheduled.

Weekend cut-overs are a “premium event”.

Planning, scheduling, communications and the “setting of expectations” will allow your staff and clients to understand your circumstances and work them through graciously.

DOMBRe

DOMBRe is built on over 15 years of planning, managing and delivering “digital moves” and networking across Canada.

- Organizations of different sizes : 10, 16, 25, 50, 120+ people;
- Spaces for 15 – 160 people;
- Historical buildings, renovated spaces, new buildings , older buildings;
- “New” installations as well as “re-use” installations;
- Diverse locations : from Halifax to Vancouver and up to Whitehorse, Yellowknife, and overseas to Qatar;
- Servers rooms and data centre;
- Internet connections via copper, wireless and satellite;
- Built and operated a Wide Area Network that covered Canada as well as going overseas to Qatar.

DOMBRe is dedicated to your successful move, build or renovation!

**To discuss your next move please call
James McLean, P.Eng.,
CTO at [DOMBRe](#)**

**647-222-9083 or
email : jmclean@dombre.com**

Your success is our success!