



# Kendrick Information Technologies

Ph: 214-773-7377

## - Moving Checklist -

- \_\_\_\_\_ Obtain Certificate of Occupancy for new location.
- \_\_\_\_\_ Contact utility providers (electric, water, waste removal, gas, etc.).
- \_\_\_\_\_ Contact phone provider and schedule move (30 days in advance). (1)
- \_\_\_\_\_ Contact internet provider to schedule move (30 days in advance).
- \_\_\_\_\_ Notify post office of change of address.
- \_\_\_\_\_ Notify payors of change of address (i.e. Medicare, Medicaid, BCBS, etc.), 90-120 days in advance.
- \_\_\_\_\_ Arrange to have phone and computer outlets installed in new facility (contact us at 214-773-7377). (2)
- \_\_\_\_\_ Notify your insurance company of the address change (property, liability, etc.)
- \_\_\_\_\_ Be sure the new location has an approved mail receptacle in place to receive any mail forwarded prematurely.
- \_\_\_\_\_ Contact moving service to move furniture, boxes, etc. (3)
- \_\_\_\_\_ Make arrangements well ahead of time to have special equipment moved (i.e. X-Ray, whirlpool, etc.).
- \_\_\_\_\_ Be sure to notify your patients of the move well ahead of time and provide a map or directions to the new office location.
- \_\_\_\_\_ Notify support services of new address (grounds keepers, cleaning service, ans. service, etc.)
- \_\_\_\_\_ Notify your financial institution of change and arrange to make changes to checks, etc.
- \_\_\_\_\_ Be sure you have adequate fire extinguishers at the new facility.
- \_\_\_\_\_ Prepare for inspection by the local fire department. (4)
- \_\_\_\_\_ Arrange to have all your computer equipment moved by Kendrick I.T. to prevent damage or loss. (5)
- \_\_\_\_\_ Arrange to have all your computer equipment reinstalled by Kendrick I.T. at new facility.
- \_\_\_\_\_ Save yourself time by purchasing picture hanging hardware in advance. A small, inexpensive level will also prove to be quite handy.

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- (1) Your telephone provider (Southwestern Bell, Birch, Verizon, etc.) will need to move your phone wire connections to the new facility, but your phone system will also need to be moved and reinstalled by an experienced telecomm company.
- (2) Please call 214-773-7377 to receive a list of references from other Doctors who have used our services during their office relocation.
- (3) One or two packages of large size furniture slides can significantly reduce damage to your furniture, walls and flooring. They can be purchased at any of the major hardware stores for a few dollars.
- (4) Be sure all light swithes and electrical outlets are installed and covered properly, Exit signs are installed and illuminated and smoke alarms are installed and functioning properly.
- (5) Moving computers often results in problems created by loose connections, etc. This can only be prevented by proper care and handling during the moving process. The move itself can also prove to be quite chaotic if the peripheral devices are not bundled and moved properly. Employees become quite attached to their own mouse, keyboard, monitor, etc. and it takes some planning to be sure everything remains in tact at the new location.

Please call us at 214-773-7377 for assistance with your move. We specialize in computer networks and all types of information management technologies. Not only are our rates competitive, we guarantee them to be the lowest in the area. Please call for a quote or a free on site evaluation.