# Server Relocation
# Checklist

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## Create a Detailed Relocation Plan

- Consult IT specialists in advance ○
- Timeline ○
- Assign roles & responsibilities ○
- Complete a risk assessment ○
- Agree on your budget ○

## Preparation

- Create an assessment of existing infrastructure ○
- Identification of hardware/software upgrades needed ○
- Documentation of current configurations and applications ○
- Compliance review (legal, security, and regulatory requirements) ○

## Backup and Recovery

- Complete onsite and offsite backups of all data ○
- Get verification of backup and recovery processes ○
- Secure cloud storage backup ○

## Logistics Coordination

- Plan safe packaging for servers and equipment
- Outline a transportation plan
- Network setup plan for the new location (routers, switches, cables)

## Execution Tools and Resources

- Labels and inventory system for hardware components
- Temporary failover system (to ensure minimal downtime)
- IT specialists for disconnection, transportation, and reconnection

## Testing and Verification

- Complete network connectivity verification
- Application functionality checks
- Data integrity tests
- Security configuration review

## Monitoring and Optimisation

- Real-time server performance monitoring tools
- Analysis of network and system anomalies
- Adjustments to hardware and software configurations
- Checks for optimal performance