



STEPHENS IT



Your technology,
supported.



www.stephens-it.com



IT RELOCATION &
OFFICE PROJECTS

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Helping our customers to introduce new technologies with minimal disruption or business impact.



IT Moves & Changes



Capturing every detail to ensure a smooth relocation.

As businesses grow, hire new employees and adopt new ways of working, they will often need to adapt their workspace to accommodate the requirement, whether that's conducting an internal office move as a department grows, or relocating/opening new offices as the business grows as a whole.

We work with our customers to deliver projects that require external resource either on a one-off basis or through ongoing support in environments that constantly change, collaborating with clients to plan and execute their project on-time, regardless of size.

Prior to the move date, we will always conduct a site visit to meet internal teams and discuss the project/assess the proposed move plans. This allows us consider all logistics of the move including user count, crate hire, packing materials, delivery and collection dates.

IT Installation



Helping our customers to implement or refresh their IT hardware with ease.

Sometimes you may need additional resource for your hardware refresh or deployment. We help our clients deliver projects on time, within budget and to an exceptional standard.

We offer a comprehensive solution that involves:

- + **Procurement of goods** - providing commercial advantages through our purchasing ability
- + The ability to store goods in our warehouse space until required at your premises
- + Additional lifecycle services for pre-configuration if required
- + Partial deliveries to coincide with multiple stages of your project

Once installed, we complete all the appropriate tests and run diagnostics to ensure your product is integrated correctly and working properly.

What we can install:

- + Telecommunication systems
- + Laptops
- + Servers
- + Desktops
- + Complete network solutions

Our installation service can also include full site surveys and pre-installation equipment checks.

We use a range of cable management solutions when installing new equipment, ensuring presentation of the highest standard.

We are not happy until the client is happy and users are motivated to keep their workspace as neat and tidy as it's presented to them.

Whether you are considering a small refresh or a new fit-out from scratch - we are well equipped to help with the requirement.

Project & Move Management



De-risk your relocation project by letting our projects team manage it through to completion.

Relocation and move projects can seem like a daunting process to manage. Our experienced projects team will take on the responsibility of planning and executing the move, guaranteeing project success.

Our IT project management team have a wealth of experience and knowledge in planning, executing and delivering successful moves projects to strict deadlines. With expertise in budget planning, risk management and logistics, our project managers can oversee anything from a single internal server move to international office moves, lifting pressure off of your internal teams and ensuring your critical project is delivered on time, within budget and to a high standard.

What we handle:

- + Consultation: Assessing work that needs to be completed
- + Planning: Designing floor plans and move schedules, liaising with internal teams to confirm any special user requirements etc.
- + Communication: Keeping all parties informed throughout the process
- + Problem solving: Dealing with any issues that occur
- + Sign off and delivery

You'll often find us working in partnership with household names in the office relocation industry across the UK and US, delivering on projects where technology is critical to the client and to the success of the project.

We are always visible, our project managers work on-site to ensure success and solve issues as they may arise. We will never leave until a customer is satisfied.

Power & Data Installation



Ensuring your critical infrastructure is connected, certified and performant.

Stephens IT provides a complete structured cabling solution, conducted by technicians and engineers who are not only fully qualified to work with the latest Copper and Fibre Optic Data and Voice Cabling Systems, but who also have the expertise to manage the entire process, from initial strategy through to complete implementation and testing.

We provide a total one-stop solution for all your local and wide-area networking needs, that includes the direct supply of all the cables and components your cabling infrastructure requires, as well as the installation and configuration of the latest technologies in active hardware components, such as switches, routers and wireless access points.

All systems and components installed are fully tested to confirm that they meet or exceed all relevant standards.

Our services:

- + Floor box installations & relocations
- + Structured cabling installations
- + Procurement of equipment
- + Certified testing

We often come across electrical contractors who may not have a full understanding of networking requirements and the effects that different cabling can have on the technology deployed. A simple example is the impact different ethernet cabling can have on the maximum network speeds available to the technology:

Cable Type	Max Bandwidth
Cat 5e	1 Gbps at 50m
Cat 6	1 Gbps at 100m
Cat 6a	10 Gbps at 100m
Cat 7	10 Gbps at 100m / 1000 Gbps at 15m

If you wanted to run a 10Gbps internal network speed for example, you would need to ensure a minimum of Cat6a cabling is deployed end-to-end.

Future proofing your structured cabling is essential. Often the cabling is installed at the fit-out or construction stage, so ensuring there is cohesion between your electrical contractor and technology provider is critical to project success. An inferior cabling system can cause up to 70 per cent of network downtime even though it usually represents only 5 per cent of an initial network investment.

Server Relocation



From a single server to an entire data centre, we carry out moves for clients of all sizes.

When migrating server environments, it is crucial that certain steps are taken to ensure safe transportation of equipment and guarantee minimal down time for our customers and their network.

We take time to check the details and collate specific rack diagram information for sign off prior to the project, which also gives on-site teams a detailed description of the environment to refer to during the relocation process.

Specialist equipment is used when relocating server environments. Physical devices are transported in server foam lined flight cases and if required, server lifts are used to remove any heavy equipment directly from the racks. All requirements will always be noted prior to the move.

We also have a labelling system for all equipment including server rails and fixings, in which all labels will correspond with the correct devices, as detailed in the plan.

All vehicles used for this type of project are air suppressed and GPS tracked. In critical or high security transports, we use secondary or redundant vehicles to cater for any unexpected occurrence, no detail or risk is overlooked.

Our process:

- + A full audit and risk analysis is carried out
- + All equipment is labelled
- + Power is switched off and all cabling is safely removed
- + Equipment is removed from racks and loaded into flight cases
- + Rails and fixings are removed, labelled and packed
- + All equipment is transported securely in the vehicle
- + Equipment is unpacked and re-racked in correspondence with the rack diagram
- + All cabling is re-patched
- + Equipment is tested for sign off from the internal team

Storage/Transport

Storage space is a luxurious commodity often not afforded to organisations. We can securely store your IT equipment ready for when you need it.

Our warehousing facilities can be used to store customer equipment in between projects if necessary. This can be transported between locations using our pool of vehicles which range from small vans to 7.5 tonne air suppressed lorries.

Our warehouse is access controlled, CCTV monitored and manned 24/7. Customer access is also permitted to the facility upon a booking being arranged within 24 hours' notice.

IT Cleaning

Office moves also offer an opportunity for you to clean and 'freshen up' your often neglected IT devices, such as PCs that usually sit under desks. We can offer a full professional cleaning service as part of the relocation process.

E-Waste and Data Destruction

We understand that moves often involve the disposal of waste and recyclable equipment. Our WEEE accreditation (Waste Electrical and Electronic Equipment) allows us to offer a full environmentally friendly recycling service.

This process includes the disposal of:

- + Furniture
- + Telecommunications equipment
- + IT equipment

We handle the entire computer disposal and recycling process from start to finish, including all the paperwork for your audit trail and "duty of care" in the disposal of waste computer equipment – saving you both time and money. We can collect all types of electrical waste (not just computers) and can also destroy your computer hard drives on site, giving you complete confidence that your data has been destroyed securely in line with ISO accredited processes.

We also offer buy-back schemes where we can provide rebates and cash payments for assets that can be resold or re-deployed.

 *I began working with Stephens IT in Summer 2020. We had a large 24,000 sq ft office with a huge amount of kit that needing collecting and delivering to over 100 employees who were all working from home due to COVID-19. The whole job went seamlessly from start to finish, they worked well together as a team and Christian instructed his staff with ease and is a very well liked character. I look forward very much to working with Stephens IT at any given opportunity."* 

 *We've used Stephens IT across our EMEA locations for IT projects, support and hardware over the past 5 years. The team are always able to deal with our last minute requests helping us to constantly deliver on our project deadlines. We've recently worked with the US team and look forward to our continued relationship for years to come. Keep up the great work. P.S. The mouse-pads are ace! Thanks!* 



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