

A key mistake we see businesses make is with their office layouts and internal infrastructure. Whether you are moving into a new office, or revamping your existing, you should always troubleshoot the environment to cater for your IT. We highly recommend getting an IT professional who understands your business to evaluate the space and footnote all of your infrastructure requirements. This step will prevent unexpected costs, downtime and inefficient unhappy staff.

## Common IT mistakes made when fitting or refitting an office

### INTERNET

The most important questions to ask are: Does the building have an efficient broadband infrastructure? i.e. leased line fibre-to-the-cabinet, or fibre-to-the-premises? What are the internet speeds, upload and download speed?

### BUILDING

When choosing a new office, consider a few key IT factors:

- Do you have a secure, ventilated space (ideally lockable with A/C) for your server?
- Are there enough network ports and plug sockets for your team now—and as you grow?
- Will you need CCTV? Check if the building's structure (e.g. listed or high-rise) makes installation tricky.
- Is the space shared or single-occupancy? Your data protection and security setup may need adjusting.

A little planning now saves big IT headaches later!

### NETWORK

Having network ports for PC's and phones for each employee is important, and then do not forget an allowance for growth AND for any other devices you may have. In a new build this is relatively simple because you can request this in your project details, however for established offices, further work may be required to ensure the office space works for your requirements.

### CABLING

While some electricians now offer to run network cabling, it's essential they understand IT infrastructure. Without proper training, this can lead to costly fixes—common issues include unlabelled or incorrectly wired cables, and insufficient slack for connections. Another pitfall is the use of Cat7 cabling, which isn't industry-standard and uses rare connectors, creating compatibility issues down the line. Always ensure network cabling is done by professionals who specialise in IT to avoid future headaches and added costs.