



ASAP Computer Services

San Antonio managed IT and low-voltage infrastructure, since 1999

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FIELD GUIDE FOR BUSINESS OWNERS OPENING A NEW OFFICE IN TEXAS

New Office IT Checklist

From lease signing to opening day: internet, cabling, network, security, cloud, servers, hardware, phones, cameras, and AV, in the right order.

Planning horizon: 8 weeks in metro areas. That is the typical case. Fiber already lit in the building can shorten it; no fiber, a rural address, or new construction can stretch it to 12 weeks or more.

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Managing Member, ASAP Computer Services. BICSI Registered Communications Distribution Designer #356281, Texas DPS licensed, in business since 1999.

"A new office is a construction project. Bring your IT company onto the team before the walls are framed, and everything on this list gets cheaper."



Call 210-497-1424

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Visit 18756 Stone Oak Pkwy #212, San Antonio, TX 78258

[Contact form](#) | [Turnkey Office IT Build-Out](#) | [IT Service Catalog](#) | [Service Areas](#)

How to Use This Checklist

Work backward from your opening date. Assign one person to own this list. Check items off in order. Start Here and Sections 0 through 3 are time-critical; everything after them depends on them.

Every item on this list is something ASAP Computer Services delivers inside a [turnkey office IT build-out](#), as one project with one point of contact, whether you hire us directly or your general contractor or tenant advocate brings us in. Each section ends with the page on our site that explains that piece, so you can hand us any single item, or the whole list.

Build-out service area: San Antonio, Austin, Houston, Victoria, Corpus Christi, Laredo, Dallas-Fort Worth, and the Central and South Texas cities in between. West Texas, including El Paso, Abilene, and Lubbock, is outside our range for this type of project.

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Start Here. A New Office Is a Construction Project

BEFORE THE LEASE IS SIGNED, OR THE DAY AFTER

Every new office has a project team long before it has a network: the tenant, the tenant advocate or broker who negotiated the lease, the landlord and property manager, the architect, the general contractor, and the trades. IT and low-voltage is one of those trades, and it is the one most often left off the team until the drywall is up. By then the drops, the data cabinet, and the camera pathways are all retrofits. The fix is simple: choose your IT company first, and put them in the space with the people building it.

Who	What they own, and where IT fits
Tenant (you)	Owns the opening date, the budget, and the choice of IT company. That choice is the one that decides whether IT is a trade on the schedule or an afterthought.
Tenant advocate or broker	Negotiated the lease and the TI allowance. Can write the technology scope into the TI package and introduce your IT company to the landlord and GC.
Landlord and property manager	Control the building telecom room, riser, roof, after-hours access, and the contractor rules. Their sign-off is needed for the demarc extension.
Architect	Issues the floor plan, reflected ceiling plan, and electrical. Needs the data cabinet location and drop counts before the drawings go out to bid.
General contractor	Owns the schedule. The low-voltage and IT trade has to be on it between framing and drywall, and in the OAC meetings where conflicts get solved.
IT company (ASAP)	Designs the cabinet, cabling, network, and everything above it, walks the space with the GC, sits in the OAC meetings, and delivers the working office on opening day.

Step one is a phone call.

- ☐ Choose your IT company before the lease is signed or, at the latest, before the GC prices the TI package. Nothing on this list gets cheaper after that.
- ☐ Call ASAP at 210-497-1424 and schedule one joint site walk: the GC, or the landlord's representative, or your tenant advocate, together with us, in the space. Thirty minutes on site replaces weeks of email.
- ☐ Tell your tenant advocate and GC that ASAP is your IT company of record, and ask that we be added to the drawing distribution and the OAC meeting invitations.
- ☐ Send us the drawings: floor plan, furniture plan, reflected ceiling plan, and electrical. We mark the data cabinet, drops, access points, and cameras on them before anything is priced.
- ☐ Decide the contract path. Direct hire keeps the technology decisions with you and the same team stays on for managed IT after opening day. Working under the GC's contract as the low-voltage trade works too, and you get the same documented, tested office either way.
- ☐ Put the opening date and the site walk date on the worksheet on the last page.

For GCs and tenant advocates. If you are a general contractor, tenant representative, or property manager reading this on behalf of a client: we work under your contract or theirs. We show up to OAC meetings, coordinate sleeves, backing, and power with your electrician, build between framing and drywall, and close out with certification reports and as-builts. A licensed low-voltage and IT trade that finishes on time makes your project look finished on opening day. Call 210-497-1424 or see [Turnkey Office IT Build-Out](#).



0. Before You Sign: Lease, Landlord, and Construction

WEEK 8 OR EARLIER

- ☐ Confirm carrier availability before signing. Ask the landlord which providers already have fiber in the building telecom room. No fiber in the building means construction, permits, and delays.
- ☐ Locate the demarc. Find out where the carrier hands off (the building MPOE or telecom closet) and who pays to extend that handoff to your suite. It is usually not the carrier.
- ☐ Put technology in the TI package. If the lease includes a tenant improvement allowance, get cabling, the data cabinet, and AV into the scope before the GC prices it. Cabling during construction costs a fraction of retrofitting.
- ☐ Get the low-voltage trade onto the GC schedule. Cabling goes in after framing and before drywall; AV backing and camera pathways have to be coordinated with the electrician.
- ☐ Confirm landlord rules: after-hours work, riser and roof access, core drilling, and whether the building requires licensed low-voltage contractors and permits.
- ☐ Get the furniture plan early. Desk orientation decides where outlets, screens, phones, and wireless coverage go. The technology should follow the people, not the other way around.
- ☐ Name one internal owner for this list and one date, the opening date. Everything is scheduled backward from it.

ASAP does this. We walk the space before quoting, price the technology scope as part of your TI package, and build to the GC schedule as the [licensed](#) low-voltage trade. See [Turnkey Office IT Build-Out](#).

1. Internet Service

WEEKS 8 TO 6 IN METRO AREAS. WEEK 12 OR EARLIER OUTSIDE CITY LIMITS OR IN A BUILDING WITH NO FIBER

- ☐ Order the primary circuit the week the lease is signed. Business fiber with a static IP block and a service level agreement, not residential-grade service.
- ☐ Know the range on lead time. Best case, with fiber already lit in the building, is 3 to 4 weeks. Typical for a metro address (San Antonio, Austin, Houston, Dallas-Fort Worth) is 6 to 8 weeks. Worst case, when the carrier has to build to a rural address, a site outside city limits, or new construction, is 12 weeks or more. Plan on typical and protect yourself against worst.
- ☐ Order a second circuit if the office has 15 or more people or any customer-facing operations. A small-business cable (coax) plan is not the answer: no service level agreement, thin upload speed, and it fails in the same storms and street cuts as everything else on the block. Starlink Business or a business cellular circuit gives you a different path into the building entirely.
- ☐ Get the install date in writing and check in weekly. Carrier dates slip; a weekly call keeps yours on the calendar.
- ☐ Plan the demarc extension. The carrier stops at the building handoff; the fiber or copper extension into your data cabinet is a cabling scope with its own lead time.
- ☐ Have a bridge plan. If the circuit slips past opening day, a staged Starlink or cellular connection keeps the office working until fiber is live, and it can stay on afterward as the backup circuit.
- ☐ Configure automatic failover on the firewall and test it before opening day, not after the first outage.

ASAP does this. We manage the carrier order from survey to activation, extend the handoff into your rack, and stage Starlink or cellular internet if the carrier slips. See [ISP coordination](#) and [Fiber Optic Installation](#).



2. Cabling, Data Cabinet, and AV Walkthrough

WEEKS 8 TO 5, BEFORE THE WALLS CLOSE

- ☐ Sketch the data cabinet and AV locations on one page: rack, patch panel, switch, firewall, UPS, and where every display and conference camera mounts.
- ☐ Walk the space with the GC, the cabling team, and your IT provider, and mark every drop, outlet, and AV point on the actual walls.
- ☐ Run Cat6 at minimum and Cat6A wherever the budget allows, to every desk, conference room, and common area: at least 2 drops per desk and 4 or more per conference room, plus drops for printers, TVs, cameras, and access points.
- ☐ Refuse Cat5e. Someone will offer it to save money, and it is the cheapest mistake on this list: a few dollars per drop today against a cable plant that cannot carry multi-gig uplinks, Wi-Fi 6E and 7 backhaul, or PoE++ loads for the 15 years it will be in the wall.
- ☐ Do not forget the TVs. Every display location needs a data drop, power, and blocking in the wall, roughed in before finish trim and millwork go up around it. Millwork wrapped around a TV wall is the most expensive place to add a cable later.
- ☐ Cable for wireless access points from a site survey, not guesswork. Ceiling-mount AP locations need a drop and PoE from the switch.
- ☐ Spec the data cabinet: locking wall or floor rack, patch panels, a dedicated 20-amp circuit (two for redundancy), ventilation or cooling, grounding and bonding, and a UPS sized for 15 to 30 minutes of runtime on the network core.
- ☐ Do not share the rack circuit with the break room. Microwaves trip breakers; your firewall should not go down with them.
- ☐ Coordinate systems furniture. Cubicle and bench systems need base feeds and data whips, and the furniture vendor and cabling team have to agree on where they land.
- ☐ Get the closeout package before final payment: both ends of every cable labeled, the test certification report, as-built drawings, and photos of the rack elevations and patch panels as installed.

ASAP does this. RCDD-designed, tested, labeled, and certified to ANSI/TIA standards by our own employees, with closeout documentation. See [Structured Cabling](#) and [Wireless Networking](#).

3. Firewall, Network Core, and Wi-Fi

WEEKS 6 TO 4

- ☐ Standardize on one firewall platform with intrusion prevention and web filtering enabled on day one. A next-generation firewall is the base of the build-out, not an upgrade.
- ☐ Decide who watches it. A firewall nobody monitors is a decoration: staff it internally or put it under managed monitoring.
- ☐ Plan remote access around identity, not a legacy VPN client: MFA and conditional access in front of every application, with zero-trust network access for staff who work off-site.
- ☐ Size the switch for PoE. Access points, phones, and cameras all draw power from the switch. Add up the PoE budget and leave 20 to 25 percent spare ports.
- ☐ Segment the network into VLANs: corporate devices, guest Wi-Fi, voice, payment terminals, and IoT (printers, cameras, smart TVs) isolated from each other with firewall rules.
- ☐ Design Wi-Fi from a survey: AP count and placement, channel plan, and a guest network with its own SSID and bandwidth limits.



- ☐ Connect a second location to headquarters with SD-WAN or a site-to-site tunnel so users get the same resources at either office.
- ☐ Register warranties and support contracts the day the equipment arrives, and store credentials in a password manager, not a spreadsheet.
- ☐ Check indoor cellular coverage. Steel framing and low-E glass block signal, and a DAS or booster is far cheaper to cable while the ceiling is open.

ASAP does this. Fortinet-certified firewall configuration, Cisco and Meraki switching and wireless, VLAN design, and managed monitoring afterward. See [Network Support](#) and [Cisco Meraki Installation](#).

4. Cameras and Physical Security

WEEKS 6 TO 3

- ☐ Cover every entry, the parking approach, and the data cabinet with cameras, with 30 days of retention on a network video recorder or a cloud service.
- ☐ Decide the video architecture: on-premises recorder or cloud-managed cameras, and where the recorder lives. It belongs in the locked rack.
- ☐ Lock the data cabinet and the closet. Rack access is the physical key to the network.
- ☐ Use Texas DPS licensed installers for cameras. The state requires it, and most commercial insurers ask.
- ☐ Put cameras on their own VLAN with the rest of the IoT devices, and confirm remote viewing works through the firewall before opening day.

ASAP does this. Axis certified camera installation by Texas DPS licensed technicians, on the same schedule as the rest of the build-out. See [Commercial Security Camera Installation](#). Other physical security scopes are listed in our [IT Service Catalog](#).

5. Cloud Platform, Identity, and Licensing

WEEKS 6 TO 4

- ☐ Choose one productivity platform: Microsoft 365 or Google Workspace. Running both doubles cost and confusion. Microsoft 365 Business Premium is the common default when you want desktop Office, Intune device management, and Entra ID.
- ☐ Design identity before you create a single account: Entra ID (cloud-only, or hybrid with Active Directory if a server stays on site) or Google Workspace, with organizational units and groups that mirror how the business is structured. Licenses, policies, and file permissions then get assigned by group, not by person.
- ☐ Own your domain. Register or transfer it into a company-controlled registrar account with MFA, and write down who holds the login.
- ☐ Set up the tenant, DNS, and email authentication (MX, SPF, DKIM, DMARC) well before opening day so day-one email works and does not land in spam.
- ☐ Turn on MFA for every account before anyone signs in, and disable legacy authentication.
- ☐ Build the file structure and permissions in SharePoint, OneDrive, or Drive before staff arrive, and migrate anything coming from the old environment.
- ☐ Add a backup for the cloud tenant. Microsoft and Google do not restore deleted mailboxes and files after their retention window.
- ☐ Add email security beyond the default: phishing and impersonation filtering, and a report button for staff.



- ☐ If you have hourly or industrial staff, choose the timekeeping system and time clocks now. Clock hardware needs a drop and power where people actually walk in, and the payroll integration has its own vendor lead time.
- ☐ Count licenses before you buy: per-user licenses plus shared-room and common-area device licenses.
- ☐ Write the new-hire account checklist now: who requests, who creates, which groups and licenses, and how devices are assigned.

ASAP does this. Microsoft 365 tenant setup, identity and access administration, MFA, email security, and cloud backup, configured before your first business day. See [IT Support and Microsoft 365](#) and [Google Workspace support](#).

6. Servers, Applications, Payments, and Backup

WEEKS 6 TO 3

- ☐ Decide on-premises or cloud for each workload. Line-of-business applications, imaging systems, and legacy databases often still need a server on site or a hosted virtual machine.
- ☐ If a server stays on site, order it early. Business server lead times run 3 to 6 weeks, and Windows Server licensing and CALs have to be counted per user or device.
- ☐ Call your application vendors now. License transfers, new-site activations, and vendor install windows are often the longest lead time nobody planned for.
- ☐ If you take payments from consumers, the payment system is in scope now. Card terminals, point of sale, and the payment gateway need their own VLAN, drops, and power, and PCI requirements shape how the network is segmented. If you invoice other businesses and never touch a card, this item is out of scope for the build-out.
- ☐ Configure backup before the first user logs in: local plus off-site or cloud, encrypted, with alerting. Test a restore before opening day.
- ☐ Confirm compliance requirements before the design is final. HIPAA, PCI if you take card payments, and CMMC change how the network, backups, and access are built.
- ☐ Document everything in one place: asset inventory, IP plan, credentials in a password manager, warranty dates, and vendor support numbers.

ASAP does this. Server sizing and sales, virtualization, encrypted backup with verified daily logs, and compliance-aware design. See [Windows Server Hardware Sales](#) and [Server Virtualization](#).

7. Hardware Fleet Standardization

WEEKS 6 TO 3

- ☐ Pick one fleet vendor and stick with it: Dell, HP, or Lenovo. One vendor means one warranty portal, one docking standard, one spare-parts shelf, and easier imaging.
- ☐ Buy business class, not consumer: Latitude and OptiPlex, EliteBook and ProDesk, or ThinkPad and ThinkCentre, with 3-year onsite warranties.
- ☐ Standardize on 2 or 3 models at most (one laptop, one desktop, one high-spec machine) so spares and images are interchangeable.
- ☐ Standardize docks and monitors so any user can sit at any desk.
- ☐ Order 4 to 6 weeks out. Business hardware lead times fluctuate, and imaging takes time.
- ☐ Stage and image every device centrally before it reaches the office: OS, encryption, EDR agent, applications, and enrollment in device management. Day one should be open the lid, sign in, work.
- ☐ Enroll every device in RMM (remote monitoring and management) before it ships, so patching, alerting, inventory, and remote support work from the first login instead of being bolted on later.



- ☐ Put endpoint protection on every device: EDR, MFA, and disk encryption, matched to the firewall platform.
- ☐ Keep 5 to 10 percent spare laptops imaged and ready for swaps.
- ☐ Retire or wipe anything coming from a previous office that does not meet the new standard.

ASAP does this. Fleet standardization, imaging, Intune and RMM enrollment, and ongoing warranty support for [Dell](#), [HP](#), and [Lenovo](#) fleets, plus [EDR, MFA, and Zero Trust endpoint security](#).

8. Phones, Conference Rooms, and Payment Terminals

WEEKS 5 TO 2

- ☐ Choose a hosted cloud phone system so numbers follow people, not the building.
- ☐ Port your numbers early. Porting takes 2 to 4 weeks, and the old carrier will not hurry.
- ☐ Desk phones, if used: PoE handsets on the voice drops from Section 2, with QoS prioritizing voice.
- ☐ Elevator phones, fire alarm communicators, and other life-safety lines are the general contractor's scope, not the IT build-out's. Confirm in writing with the GC that they are covered so nothing is assumed by both sides.
- ☐ Order credit card terminals and point-of-sale hardware with the phones so they arrive and get provisioned together. Confirm whether each unit needs Ethernet, Wi-Fi, or cellular, and land it on the payment VLAN.
- ☐ Standardize conference rooms on one platform (Microsoft Teams Rooms or Zoom Rooms) and buy certified kits so every room works the same way.
- ☐ Size the kits by room: an all-in-one video bar for small rooms, a modular system with table mics and a touch controller for large ones. Mount displays per the AV sketch. Never rely on laptop webcams.
- ☐ Add sound masking if the office is open plan or has an executive conference room where conversations need to stay private. Emitters, power, and the controller go in while the ceiling is open, along with any paging or overhead audio.
- ☐ Book a test call with an outside participant before opening day. Echo and framing problems only show up in real calls.

ASAP does this. Hosted cloud VoIP, number porting, and desk phone and conference room provisioning. See [VoIP Phone Systems](#).

9. Printing, Displays, and Marketing Handoffs

WEEKS 3 TO 2

- ☐ Deploy networked multifunction printers, not desktop printers: roughly one commercial MFP per 20 to 25 staff.
- ☐ Enable secure print release (badge or PIN at the device) so sensitive documents do not sit in output trays.
- ☐ Configure scan-to-email and scan-to-cloud-folder so scanning works without desktop software.
- ☐ Place printers where the drops and power already are (Section 2 sketch), near the heaviest users, and on the IoT VLAN.
- ☐ Order label printers, badge printers, barcode scanners, and signature pads now. They arrive last and get forgotten.
- ☐ Plan wall-mounted TVs and digital signage: the drops, power, and mounting backing are IT and construction scope. The messaging on those screens is not. Assign it to your marketing team now so the screens are not blank on opening day.
- ☐ Hand marketing the announcement list: press release, website, Google Business Profile, social profiles, and email signatures with the new address and phone numbers, timed to opening day.



10. Testing and Opening Day

FINAL 2 WEEKS

- ☐ Test internet failover by physically pulling the primary circuit.
- ☐ Test Wi-Fi coverage in every room at expected device density, including the corners and the kitchen.
- ☐ Test VLAN isolation. A guest device must not reach corporate resources, payment terminals, or printers.
- ☐ Make test calls from a desk phone and from each conference room, internally and externally.
- ☐ Print and scan from a freshly imaged workstation using a standard user account, not an admin.
- ☐ Verify MFA, email flow, and file permissions with a sample new-hire account.
- ☐ Run a live card transaction on every payment terminal if you take consumer payments.
- ☐ Test a backup restore and confirm the alerting reaches a human.
- ☐ Walk the cameras with the people who will use them. Verify retention and remote viewing.
- ☐ Post the who-to-call sheet inside the data cabinet door: carrier account numbers and circuit IDs, IT provider contact, firewall support, and the internal owner.
- ☐ Schedule on-site support for the first morning and the first week, with spares on the shelf.
- ☐ Chill a bottle of Dom Pérignon and bring a camera. Opening day is a milestone. Take the photo with the team in the finished space.

ASAP does this. A technician is on-site the morning your team arrives, with a dated week-by-week plan behind it and published pricing. See [Turnkey Office IT Build-Out](#).



Master Timeline: 8-Week Metro Plan

Working backward from opening day. Outside a metro area, or in a building with no fiber, start the Internet row at week 12 and leave the rest of the plan where it is.

When	Workstream	Key actions
Week 8 or earlier	Lease and construction	Choose your IT company, joint site walk with the GC or tenant advocate, confirm carriers, locate the demarc, technology into the TI scope, low-voltage trade on the GC schedule, furniture plan
Weeks 8 to 6	Internet	Order primary and backup circuits the week the lease is signed (no coax; Starlink or cellular for diversity), install dates in writing, demarc extension and a bridge plan
Weeks 8 to 5	Cabling and AV	Cabinet and AV sketch, walkthrough with the GC, Cat6 minimum and Cat6A where possible, AP and TV drops before walls close and before millwork, dedicated power and grounding for the rack
Weeks 6 to 4	Network and security	Firewall, PoE switching, VLANs including payments, identity-based remote access, Wi-Fi design, monitoring decision
Weeks 6 to 3	Cameras	Camera coverage and retention, recorder or cloud, DPS licensed install
Weeks 6 to 4	Cloud and email	Domain, identity design with OUs and groups, tenant, DNS and email authentication, MFA, file structure, cloud backup, timekeeping if hourly staff
Weeks 6 to 3	Servers and apps	On-premises or cloud per workload, server order, application vendor windows, payment system if B2C, backup configured and restore tested
Weeks 6 to 3	Hardware fleet	Choose the Dell, HP, or Lenovo standard, order, image and enroll in RMM centrally, spares
Weeks 5 to 2	Phones and AV	Port numbers, cloud phones, conference room kits, sound masking, payment terminals, life-safety lines confirmed with the GC
Weeks 3 to 2	Peripherals	MFPs, secure print, scan to cloud, signage with marketing owning the content, announcement list to marketing
Weeks 2 to 1	Testing	End-to-end testing in the real space: failover, Wi-Fi, VLANs, calls, payments, restore, cameras
Opening week	Opening day	On-site support, who-to-call sheet posted, spares ready, champagne chilled, camera charged

The one rule that matters most: treat IT as a construction-phase workstream with the same discipline as permits and furniture, not an afterthought. Everything on this list was cheap when decided early and expensive when decided late.

After Opening Day: Who Runs It

A build-out ends on opening day. The network does not. Someone has to patch the firewall, watch the backups, onboard the next hire, and answer the phone when the printer stops. ASAP's [managed IT services](#) plans pick up where the build-out leaves off, with [published flat-rate pricing](#) and no sales call required to learn what anything costs. If you would rather keep IT in-house, our [IT support](#) plans cover the escalations and projects your team hands off.



Key Dates and Contacts Worksheet

Fill this in as decisions land. It is the first page of the project plan, and the first thing we ask for on a build-out call.

Opening date	Internal owner of this list
Lease signed / suite address confirmed	Landlord or property manager contact
Internet carrier and circuit ID	Install date promised (in writing)
Backup circuit provider	Joint site walk date (GC or tenant advocate, and ASAP)
Cabling certification received	Firewall and switch order date
Cloud tenant and domain owner	Hardware order date
Number port request date	Camera install date
Testing week	ASAP project manager



Have this list half filled in? Paste it straight into our contact form. It reads like our statement of work. Tell us your opening date and we will build the schedule backward from it.

ASAP Computer Services

18756 Stone Oak Pkwy #212, San Antonio, TX 78258

Call **210-497-1424**.

asapcomputerservices.com/contact-us/

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BICSI RCDD #356281. Texas DPS licenses #B28590101 and #B28659001.

CompTIA Security+, A+, and Network+. Fortinet, Microsoft, and Axis certified. In business since 1999. New office build-outs in San Antonio, Austin, Houston, Victoria, Corpus Christi, Laredo, Dallas-Fort Worth, and the Central and South Texas cities in between. West Texas, including El Paso, Abilene, and Lubbock, is outside our range for this type of project. [Licensing and certifications](#). [Service areas](#).

