

RFA - FAST LAUNCH

New Sites and Relocations

Embarking on a new office build out or relocating your office can be a challenging task. With over 75 relocations a year, RFA employs best practices to make your transition to your new site as smooth as possible. RFA provides a single point of contact for all your needs including Internet, data, voice and third-party vendor support. Think of RFA as your partner for all things technical.



PROJECT MANAGEMENT

- RFA coordinates all aspects of your relocation. This includes providing specifications for general contractors, architects and engineers while representing your technology needs throughout the construction process. This includes all third-party market data vendors.
- Before you sign a lease, RFA will evaluate the site. Thorough analysis of infrastructure, carrier diversity and existing site opportunities lets you make informed decisions.

COMMUNICATIONS ROOM DESIGN - RFA'S SERVICES INCLUDE:

- Surveys of your existing facilities, network and server infrastructure
- Development of a detailed strategy for relocating on a fixed budget
- Detailed electrical and HVAC specifications for contractors
- Design and implementation of network, voice and systems infrastructure

VOICE AND DATA CIRCUITS

- Phone system design, procurement, installation and support
- Determine carrier diversity and provide quotes
- Oversee circuit installations for Internet, voice and cable TV

VENDOR COORDINATION

- Low-voltage cabling plans and design
- Manage all vendors, including, AV, security, voice and market data

DESKTOP AND SERVER BREAKDOWN AND SETUP

- Break down workstations, servers, phones and network, disconnect printers and peripherals
- Set up and test all equipment at the new site

DAY 1 SUPPORT

RFA project team and technical staff will be there to address all technical and end-user requirements.

DAY 2 SUPPORT

Ongoing support is provided by our field technicians and our 24/7/365 help desk.

BOSTON, MA
Inquiries
617.951.4562

PURCHASE, NY
servicing
Westchester &
Connecticut
Inquiries
914.729.7401

NEW YORK, NY
Inquiries
212.328.6260

Inquiries@rfa.com
www.rfa.com

TOP TIPS

1. Get the building's infrastructure specifications as a priority
2. Cable for expansion, not just for now
3. Use the right equipment; old recycled gear is always the next problem
4. Build a communication room, not a communications closet
5. Demand communications diversity