

**The University of Hong Kong
Information Technology Services**

Notes on Request for Addition/Relocation of Computer Network Points

1. Departments please fill in application form [CF-71](#) “Application for Addition/Relocation of Network Points” and attach floor plan(s) indicating the exact location(s) of the network point(s)/WiFi access points to be added or relocated.
2. Cost of addition/relocation of network points/WiFi access points has to be borne by the departments.
3. Request for addition/relocation of network points:
 - a. Upon receipt of [CF-71](#), ITS will study the requirements of the request and design the cable route. Arrangement will be made with an outside contractor for the cabling work, if any, before installation/relocation of network points. The potential contractor(s) will arrange onsite visit and quote the cost of the cabling work for consideration by the department.
 - b. For network point relocation request, the final network point location has to be connected to the same IT closet as before. Otherwise, it will be considered as a new network point request.
 - c. Apart from the cost of the cabling work to be charged by the outside contractor as mentioned in point 3a above, ITS will charge departments HK\$800/point being the cost of the network equipment involved. This cost will be reviewed annually by ITS.
4. Request for addition/relocation of WiFi access point:
 - a. ITS will review and propose WiFi access point locations which will be mutually agreed between the department and ITS before commencement of actual installation/relocation work.
 - b. ITS will charge departments HK\$4,200/WiFi access point being the cost of the network equipment involved. This cost will be reviewed annually by ITS.
 - c. For addition of WiFi access point, the total cost includes 3 parts: charge for the cabling work (refer to point 3a), HK\$800/point for the network equipment of a network point (refer to point 3c) and HK\$4,200/point for the network equipment of a WiFi access point (refer to 4b).
 - d. For relocation of WiFi access point, the total cost includes the charge for the cabling work (refer to point 3a) and HK\$800/point for the network equipment of a network point (refer to point 3c).
5. The standard lead time for addition/relocation of network points/WiFi access points is 3 months.
6. Departments will be informed of the total costs involved through [CF-72](#) “Payment Authorization for Cable and Equipment Costs of Addition/Relocation of Computer Network Points”. Departments will be requested to endorse the charge on the said authorization form.