

**The University of Hong Kong**  
**Information Technology Services Notes on Request for Addition/Relocation of Computer Network Points**

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1. Departments please fill in application form [CF71](#) “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. Departments will be charged for the cost of addition/relocation of network points/WiFi access points and the administering authority will be requested to endorse the charge via CF71 after it is submitted by the applicant. The charging rate is subject to annual review by ITS.
3. Upon receipt of CF71, ITS will contact the department to confirm the exact location and requirements before commencement of installation/relocation. For network point relocation request, the network point has to be connected to the same IT closet as before or it will be considered as a new installation request.
4. The standard lead time for addition/relocation of network points/WiFi access points is 3 months.
5. For additional WiFi access point request, if the department would like to wait for the annual WiFi upgrade work of ITS, department can select “Wait for Annual WiFi Upgrade Work of ITS” at “Type of Service” field at application form CF71. Such request will be subject to site visit result, and the lead time will depend on the annual schedule of ITS.

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