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.

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