Notes on Request for Addition/Relocation of Computer Network Points/ WiFi Access Points

1. Departments please fill in application form CF-71 “Request for Addition / Relocation of Computer Network Points/WiFi Access 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. For request of addition/relocation of network points:
   a. Upon the receipt of the completed application form no. CF-71, ITS will study the requirements of the request and design the cable route. Arrangement will be made with outside contractor to arrange the cabling work, if any, before installation/relocation of network points. The potential contractors will arrange onsite visit to quote the cost of the cabling work which has to be absorbed by the departments.
   b. For network point relocation request, the final network point location should be connected to the same IT closet as before. Otherwise, it should be considered as new network point request.
   c. Apart from the cost of the cabling work to be charged by the outside contractor, ITS will charge HK$1,000 per network point to recover the cost of the network equipment.

4. For request of addition/relocation of WiFi access point:
   a. ITS will review and propose WiFi access points locations to be mutually agreed upon between the department and ITS, before commencement of actual installation/relocation of WiFi access points.
   b. For addition of WiFi access point, the total cost included three parts: the cabling work (refer to point 3a), per network point charge (HK$1,000 - refer to point 3c) and HK$5,700 per WiFi access point to recover the cost of WiFi equipment.
   c. For relocation of WiFi access point, the total cost included the cabling work (refer to point 3a) and per network point charge (HK$1,000 - refer to point 3c) only.

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 in a request through CF-72 “Payment Authorization for Cable and Equipment Costs of Addition/Relocation of Computer Network Points”. Departments have to complete Section B of this form to confirm the cost acceptance and return it to ITS.